

Habitat for Humanity Metro Maryland, Inc.

Job Description

Repair Field Coordinator

Temporary Full Time

Position: Repair Field Coordinator

Reports to: Project Manager

Supervises: Interns, Volunteers

Date: 9/1/21

Department: Program Services

Non-Exempt: Hourly

Basic Function:

The Repair Field Coordinator is responsible for the administration of most field specific aspects of HFHMM's Critical Repair, Accessibility and Weatherization assistance programs offered to income-qualified homeowners. This includes home assessment, outreach, workscope drafting, quality control visits, pre and post program support, and assistance with grant reporting and data analytics. This position will also assist with community development activities including strategic partnership building surveying, mapping, data review, and community meetings and presentations.

Key Responsibilities

- Promote Critical Repair, Accessibility and Weatherization programs to clients throughout service area
- Conduct home visits with the Repair Supervisor to determine suitability for program and client needs
- Draft and present home visit findings and scopes of work to program team for communal review
- Work with Project Manager and Repair Supervisor to develop project work plans and schedules
- Work with homeowners within HOA communities to gain project approval where applicable
- Work onsite as needed during projects to sign in volunteers and be the liaison between HFHMM and the client
- Verify quality and completeness of work HFHMM has committed to do or contract out
- Work with Project Manager to build list of reliable subcontractors which meet program requirements
- Assist as needed with: post-completion follow up, completion surveys, providing program reports for leadership, assessing the economic impact of programs, and maintaining statistical information on projects
- Attend community events to promote HFHMM's client services to the community
- Assist with some government and private foundation grant reporting

Qualifications:

- 2-5 years of professional work experience. Preferred areas: nonprofit, housing, construction, and/or project management
- Previous construction / repair / weatherization experience preferred, willingness to learn on the job is required
- **Spanish or other language fluency highly preferred**
- Valid driver's license and access to a reliable vehicle
- Excellent verbal communications, writing and interpersonal skills
- Good customer service skills and ability to work with volunteers
- Strong administrative skills including attention to detail, planning, coordination, and the prioritization and handling of multiple client files efficiently and effectively
- Aptitude for working independently and as part of a team
- Ability to work with individuals of diverse ages, races, ethnicities, faiths, abilities, and income levels
- Ability to work flexible days and hours, some Saturdays and evenings will be required
- Proficient in Microsoft Excel, Word, and Outlook
- Dedicated to the mission of home preservation

Please email resume with cover letter to Katie.Temple@habitatmm.org. No phone calls please.