



An Equal Opportunity Employer working in a drug-free environment

jobs@patersonhabitat.org

Position: Home Preservation Project Assistant
Status: AmeriCorps
Supervisor: Construction Project Manager
Updated: April 2016

Summary

Paterson Habitat for Humanity is an Energy Star certified and Community Builder striving to serve as many families as possible with sustainable homeownership as a catalyst for community transformation. The Home Preservation Project Assistant is a mid-to-entry level professional position geared to give participants continued growth in the field of project manager. The Participant will facilitate PHFH's home preservation repair program under the guidance of the Construction Project Manager which includes and is not limited to the coordination of homeowners, volunteers and community members on home maintenance, energy and green living awareness.

The person in this role will influence Paterson Habitat for Humanity's homeownership and sustainability goals as follows:

Responsibilities

Responsibilities include but are not limited to the following:

- Advance and Facilitate the continued successful management of PHFH's Home Preservation Repair Program by:
 - Acting as the key representative for our community outreach efforts to increase the visibility of the program among our focal groups.
 - Facilitate the process from outreach to intake, Family Services review to construction assessment and implementation and assure close out with loan to Finance team.
 - Administrate a streamlined and professional project site assessment, scope and cost-estimate for potential clients and program records, while maintaining clear channels of communication with all parties regarding project scope.
 - In collaboration with the site foreman provide logistical support for site assessments, resources deliveries, scheduling and vendor procurement.
 - Review and update PHFH Home Preservation Management Guide; continuous improvement of processes and supporting documentation.
 - Assure project tracking, detailed documentation regarding project: scope, progress, costs and client relationship in accordance with program requirements.
 - Facilitate volunteer greeting and engagement
 - Perform other duties as assigned by Construction Operations.

Qualifications

- High level of skills with Excel, Word, Outlook, PowerPoint and design software
- Demonstrated organizational and planning skills and the ability to manage multiple tasks simultaneously; strong time management proficiency and attention to detail.
- Team player and ability to work high pressure environment with diverse communities
- College graduate with construction or business administration, sustainability, design and/or green building backgrounds a plus.
- Demonstrated writing and speaking skills – ability to communicate clearly and concisely; bilingual Spanish a plus.
- BPI or other green building certifications a plus