



PROGRAM ASSOCIATE

JOB TYPE: Full Time

SALARY: \$40,000- 42,500

ADDRESS: 4355 Orchard Street, 2R, Philadelphia, PA 19124

ABOUT REBUILDING TOGETHER PHILADELPHIA: Rebuilding Together Philadelphia (RTP) is a non-profit that revitalizes communities by transforming vulnerable houses into safe, healthy and energy-efficient homes. Each year, RTP and more than 1,000 volunteers provide free safe and healthy home repairs for 120+ homeowners in Philadelphia.

RTP embraces diversity and equal opportunity in a serious way. We are committed to building a team with a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

For more information, please visit www.rebuildingphilly.org.

OVERVIEW OF POSITION: The Program Associate will report to one of RTP's Program Managers and will support the implementation of repairs in approximately 60 homes each year, including scattered site repairs and two Block Builds (a two-day volunteer event where hundreds of volunteers work alongside staff and homeowners to provide repairs). In addition, the Program Associate will manage our Middle Neighborhoods program with the support of the Director of Operations and supervise a part-time outreach coordinator. This is an exempt position.

POSITION REPORTS TO: Program Manager

ESSENTIAL AREAS of RESPONSIBILITY

RTP provides safe and healthy home repairs for low-wealth homeowners. The Program Associate will have primary responsibility for application intake and review, homeowner surveys, and will work with the Program Manager to ensure grant compliance. For the Middle Neighborhoods Program, the Program associate will also supervise a part-time outreach coordinator, assign home inspections to Program Managers, and track repairs to ensure they are completed. Most of the Program Associate's time will be spent in the office, but there will be times when they are asked to go into the field to collect paperwork, help with outreach, and prepare for Block Builds.

PRIMARY RESPONSIBILITIES

- Homeowner application intake and eligibility review, including creating and managing homeowner records in Salesforce.
- Work with our community partners while they conduct outreach, collect applications, and collect missing paperwork.
- Work with Program Manager and Director of Operations to ensure grant compliance and complete grant reports.
- Track project status and complete closeout paperwork for all completed projects.
- Conduct pre- and post-repair surveys with RTP homeowners.

- Manage Middle Neighborhoods home repair program, including supervising a part-time outreach coordinator, assigning home inspections to Program Managers, tracking project status and ensuring that repairs are completed on time.
- Assist with office administration tasks including invoicing and reviewing Home Depot/Lowes accounts.
- Assist the Operations Team with Block Build days three times per year.
- Other duties as assigned.

REQUIRED

- 1-2 years of professional experience in program coordination, non-profit administration, or other relevant experience.
- High school diploma or GED
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Comfort working in an office environment that requires regular use of e-mail, shared calendars, shared network drives, and a client database or an eagerness to learn these skills.
- Comfort using the phone to communicate regularly with clients.
- Strong communication, planning and organizational skills.
- Able to work occasional evenings or weekends.
- Able to work long hours on rebuilding days (several throughout the year).

PREFERRED

- College or other post-secondary degree
- Spanish language ability
- Familiarity with the neighborhoods where RTP works: Kensington, Fairhill, West Philadelphia and/or West Oak Lane
- Familiarity with Salesforce or other database systems
- Prior experience in construction or community development
- Prior experience with grant reporting

SALARY/BENEFITS

Full time salary: \$40,000 to \$42,500, depending on experience. Health, dental and vision insurance; life insurance; short-term disability; retirement benefits. Flexible hours but must work some weekend days. Open Paid Time off. Commitment to supporting professional development and avenues of growth within the organization for all staff.

APPLICATION DEADLINE: June 25, 2021, however, applications will be considered on a rolling basis until the position is filled. To apply, please email resume and cover letter to Brandon Alcorn, balcorn@rebuildingphilly.org. Include "Program Associate" in your subject line. No phone calls please. Rebuilding Together Philadelphia is an equal opportunity employer.