



Job Description: Program Manager

JOB TYPE: Full Time

SALARY: \$60,000

ADDRESS: 3001 Stokley St, Philadelphia, PA 19129

Come and join a team where we all have each other's back.

The way we work is as important as the work we accomplish. RTP staff celebrate each other's achievements, provide constructive feedback, and share decision-making. RTP is committed to the deep and often uncomfortable work of striving to be anti-racist, sharing power, and supporting LGBTQ+ equality. RTP strives to be a safe place for all employees.

Rebuilding Together Philadelphia 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. Please see RTP's Diversity and Inclusion Statement and our Pronoun Statement on our website.

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 500 volunteers provide free safe and healthy home repairs for 125+ homeowners in Philadelphia.

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

POSITION REPORTS TO: Deputy Director of Programs

OVERVIEW OF POSITION:

The Program Manager be responsible for overseeing two Block Build volunteer events each year. The Block Builds take place on a Friday and Saturday and provide repairs to 8-10 homes with the support of 100-150 volunteers. Including the Block Build homes, the Program Manager will be responsible for conducting home inspections, determining work scopes, and hiring contractors to complete repairs in 35-40 homes each year.

An ideal Program Manager will have a mix of construction and project management experience that provides them with the skills necessary to conduct home evaluations, manage home repair projects, and complete compliance and reporting requirements for their programs. We estimate that the Program Manager will spend 70% of their time in the office managing work scopes, coordinating with community partners, scheduling, and tracking work, etc. The remaining 30% of their time will be spent in the field conducting home evaluations, meeting with homeowners and contractors, completing final inspections, etc.

Due to the nature of RTP's work, which regularly requires staff to enter the homes of seniors and immunocompromised individuals, the Program Manager will be required to be fully vaccinated.

PRIMARY RESPONSIBILITIES

- Conduct home evaluations to identify needed repairs and assess suitability for our Block Build Program and Aging-in-Place Program
- Hire contractors, manage repairs, and inspect all construction work for homes that they are managing.

- Organize and track all necessary paperwork (work scopes, invoices, receipts, homeowner agreements and surveys, etc.) for each house where they are working.
- Plan and execute two Block Builds each year with the support of the Deputy Director of Programs.
- Manage all reporting requirements and grant compliance for each program.
- Manage and stay within limits of construction budget across their programs.
- Assist with additional home evaluations each year for other RTP programs and partners as needed.

Core Competencies

Successful candidates should be able to demonstrate most, but not necessarily all, of these competencies and a willingness to grow in areas where they have less experience.

- Strong communication, planning and organizational skills
- Strong attention to detail
- Construction or home repair experience sufficient to conduct home evaluations, identify needed repairs, and manage contractors, staff and volunteers who will complete the repairs.
- Comfort working in an office environment that requires regular use of e-mail, shared calendars, shared network drives, and a client database.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Able to work occasional evenings or weekends.
- Able to work long hours on rebuilding days (several throughout the year).
- Experienced driver with current license and access to a reliable vehicle that can be used for work-related travel around Philadelphia.
- Initiative & Ownership – RTP employees are asked to take responsibility for their own work, ask questions when they need help, and deliver high quality work without micromanagement
- Emotional Awareness & Cultural Humility – RTP employees are asked to demonstrate awareness and empathy of the way emotions and cultural perspectives show up in our work and work effectively with a diverse population of clients, partners, and volunteers

Other Desired Skills

Successful candidates may have any of these additional skills or experience that will improve their ability to execute the responsibilities of the Program Manager.

- Prior experience working with volunteers.
- Prior experience managing contractors or overseeing a construction budget.
- Prior experience with project management and grant reporting.
- Prior knowledge or familiarity with safe and healthy housing or building science.
- Prior knowledge or familiarity with Occupational Therapy or Aging-in-Place programs

SALARY/BENEFITS

- Starting salary is \$60,000
- Employees receive healthcare, dental, vision, life insurance, short-term disability and retirement benefits (with no personal match required for retirement).
- New hires are asked to work on-site at our office at least three days per week for the first six months. After that period, alternate remote work policies can be put in place with coordination from your supervisor. Our office is at 3001 Stokely St., Philadelphia, PA 19129
- Flexible hours but must work several weekend days throughout the year.
- Unlimited paid time off (PTO) with a **minimum** recommendation of 15 PTO days per year. The last Friday of every month is a day off in addition to 9 holidays and the week between Christmas and New Year's.
- Commitment to supporting professional development and avenues of growth within the organization for all staff.

APPLICATION INSTRUCTIONS & WHAT TO EXPECT IN THE HIRING PROCESS

1. To apply, please submit a resume and cover letter to jbiggert@rebuildingphilly.org with Program Manager in the subject line.
2. Phone interviews will likely begin in late August or early September
3. All applications will be reviewed individually, and a portion will be selected for a 15-30 minute first-round phone interview.
4. Following the first-round interview, the candidate pool will be narrowed, and remaining candidates will be invited to an hour long in-person interview with 2-3 staff from RTP. Zoom interviews may be conducted for candidates who are not able to make it to the RTP office.
5. A final candidate will be selected following the in-person interviews and reference checks, and RTP will make a formal job offer.

All candidates will receive notification of the status of their application at the end of the interview process. Interview questions will be provided ahead of time to ensure all candidates have time to prepare.