



An Equal Employment Opportunity Employer

Critical Home Repair Project Coordinator

(Full-Time, Tuesday – Saturday)

Milwaukee Habitat for Humanity is a non-profit organization working to break down the barriers to safe, affordable homeownership for local families in need. By helping families become first-time homebuyers and making critical home repair affordable for existing homeowners, we empower our community. Currently, 1 in 3 Milwaukee renters spend half or more of their income on housing. As part of Habitat's team, you'll help create equitable access to homeownership, empowering local families to invest in a safe, stable place to call home.

The CHR Project Coordinator directs and manages all aspects related to CHR including, but not limited to, people, functions, partner agencies, and contractors, responsible for completing production and program requirements involving all owner-occupied home repairs. The CHR Project Coordinator oversees the construction process from start to finish including, but not limited to, developing scopes of the necessary repair work, working with the families to select a contractor to perform the work, managing the contractor and construction process, maintaining the construction schedule according to budget and seasonal timelines and assuring the homeowner is satisfied with the general direction and completion of the work.

Job Responsibilities:

Project Management

- Develop relationships with partner agencies.
- Work with partner families to review risk assessment and develop work scope.
- Act as a construction liaison between homeowner and contractor, mediating as necessary
- Maintain consistent and clear communication.

Contractor – Selection and Management

- Develop a contractor pool that can adequately sustain between 25-50 projects per year.
- Work with subcontractors to ensure the scopes are properly understood and executed efficiently.
- Manage issues of jobsite safety and security, and adhere to all lead abatement processes and procedures.
- Ensure worksites have lead abatement certified workers; safe work practices are used; occupant protection plan has been followed; the work site is secured and daily logs are kept.
- Scheduling subcontractors and ensuring materials are ordered to complete the job.

Budget and Contract Management

- Work with other departments to take applications, contact home owners and verify occupants' eligibility.
- Ensure home owners understand occupant eligibility criteria, relocation issues including other issues and conditions for participation.
- Schedule risk assessment.
- Solicit bids, write and manage contract scopes for subcontracted work.
- Create, monitor and update project budget, including comparing actual costs to budget.
- Acquire all necessary permits and schedule building inspections.

- Create all documents needed to submit CHR reimbursements and work with the Development department for grant tracking and reporting.

Coordination of Efforts with Various Departments

- Work with various departments to find qualified applicants for CHR services.
- Attend neighborhood partner meetings related to housing.
- Provide leadership to volunteers.
- Maintain a clean and safe work environment.
- Perform other duties as required.

Education, Experience, Certifications

- High school diploma or G.E.D. required.
- Valid Wisconsin driver license and good driving record required.
- Experience scheduling contractors preferred.

Knowledge, Skills, Abilities

- Able to lift and maneuver up to 75 pounds.
- Strong computer skills: MS Word, MS Excel, Google products: Gmail, Drive, Calendar
- Team player with excellent personnel management skills to build a strong team
- Strong communication skills
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Able to think strategically and to envision and balance “big-picture” priorities.
- Able to respond to emergency situations calmly and effectively.
- Support and engage in the mission of Milwaukee Habitat for Humanity.

Benefits include:

- \$17-19 per hour, based upon experience
- Health, Vision, Dental, Life & Disability Insurance
- 401k + \$1000 annual employer contribution
- Generous paid time off + 10 paid holidays
- Staff Discount at Milwaukee’s ReStores

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat for Humanity does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.