

HOMEOWNERSHIP & CONSTRUCTION LIASON

SUMMARY:

Reporting to the VP, Construction, the Homeownership Construction Liaison (HCL) will be responsible for assisting partner families along in their home buying process during the construction phase.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The HCL will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days).

ESSENTIAL FUNCTIONS:

- Manage permit process and ensure permits are received in a timely manner.
- Responsible for lot and material selection for all partner families. Current fiscal year estimates 70 families
- Family liaison to the volunteer build process, schedule, onsite orientation, sweat equity requirements and expectations.
- Explain neighborhood overview and lot selection to partner families. Drive to the lots to view property and ensure lot signs are posted.
- Liaison to partner families on construction timing. Proactively communicate progress, explain delays.
- Serve as family liaison for hybrid homes in place of supervisors. Answer basic construction questions.
- Lead the post close warranty process to ensure timely and complete resolution of all repairs.
- Attend weekly Ops Meetings

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Have a passion and calling to empower families and revitalize communities.
- Have 1-2 years working with the construction of homes
- Have strong communication skills and will have a calm and professional demeanor when working with a wide variety of people.
- Detailed oriented and have familiarity with the building process
- Excellent computer skills including Excel, MS Word, MS Publisher, MS Outlook and Google products. Experience with data bases a plus.
- Ability to efficiently and effectively organize work and time. Ability to work in an office with frequent interruptions. Must be a self-starter.
- Current driver's license and vehicle
- Ability to establish and maintain excellent working relationships with Habitat Wake staff, partner families, neighborhood residents, and partner organizations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree;
- 1-2 year's professional experience in related field; Construction experience preferred
- Education and experience in asset based and Christian community development and knowledge and experience in residential construction building process
- Proven abilities building relationships with service partners.
- Excellent communication skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Available for occasional work events on weekends and evenings.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

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