

Home Repair and Outreach Coordinator

Habitat for Humanity Montgomery County, TX - Conroe, TX

Job Description – Home Repair and Outreach Coordinator

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Summary: The Home Repair and Outreach Coordinator will be a full-time member of the organization's Family Services team, working closely with volunteers and professional sub-contractors to establish and meet all project schedules. It is essential that the Home Repair and Outreach Coordinator be able to work effectively with volunteers of varying skill levels and have the ability to teach and to do, ensuring a positive experience for our volunteers, homeowners, and partner agencies/affiliates. This position will require abundant core skills, integrity, and adept judgement; proven, relevant experience, and worldly competencies.

Reports to: Family Services Manager

Responsibilities:

- Work closely with Family Services Manager to track incoming home repair projects
- Coordinate site evaluations to determine the scope of repairs for each home repair project
- Identify areas in Montgomery County of great need for repairs
- Create partnerships with vendors, partner agencies, and contractors as needed
- Project management from start to finish
- Track and report all progress to Family Services Manager
- Be able to provide own transportation

Qualifications:

- Ability to perform a range of maintenance duties
- Basic understanding of electrical, plumbing, or HVAC systems
- Experience with hardware tools and equipment
- Good communication skills
- High school diploma or equivalent

Work Schedule: Monday-Friday, as needed for ongoing projects

Salary and Benefits: Based on experience

Job Type: Full-time

Salary: Grant funded yearly contract; hourly wage base on experience

Experience:

Construction: 3 years (Required)

Education:

High school (Required)

Language:

- English - Required
- Spanish - Conversational