

Rebuilding Together Sacramento
REBUILD PROGRAM COORDINATOR DESCRIPTION

Summary: The Rebuild Program coordinator coordinates rebuilding events such as the Rebuilding Dreams Home Repair days, mini workdays and other relevant home repair programs. This person works with volunteers, sponsors, partners, homeowners, committees, skilled trades, older adults and disabled homeowners.

Reports to: Program and Resource Development Director

Primary Responsibilities:

- Coordinates the development and implementation of new and existing repair projects including energy efficiency, repair events and programs
- Performs site previews, estimating, budgeting, tracking and reporting
- Coordinates volunteers including recruitment, selection, training and support
- Coordinates relationships and coordination with partners
- Oversees event coordination such as dumpsters, port-a-potties, skilled labor, etc.
- Solicits and coordinates in kind and other resources
- Coordinates relevant project committees
- Oversees supply management
- Other projects as assigned

Knowledge, Skills and Traits

1. Relevant work experience and expertise in project management, home repairs or related area
2. Some knowledge/experience and understanding of issues pertaining to older adults and people living with disabilities
3. Ability to work with diverse homeowners in their homes, creating a friendly, helpful atmosphere
4. Good communications skills, both oral and written
5. Strong problem solving, relational, process/program development and detail management skills
6. Demonstrated ability to utilize computer applications in a Windows environment
7. Good organizational skills, ability to work on multiple tasks in a growing, but small working environment. Flexibility/adaptability is a must
8. Experience managing or working with volunteers is desired
9. Willingness and ability to work occasional evening or weekend
10. Minor physical work on a limited basis
11. Perform limited administrative tasks such as database management, photocopying, faxing, mailings, etc. as needed
12. Willingness to consent to a background check prior to any offer of employment
13. Own transportation, valid California Driver's license, and proof of insurance

Hours

This is a full-time, exempt position (32 hours per week) position located at 3021 65th Street in Sacramento.

***To apply: Send resume to Rebuilding Together, PO Box 255584, Sacramento, CA 95825or
fax to 916-731-7077or email cspackman@rebuildingtogethersacramento.org by November 15, 2010
Rebuilding Together Sacramento is an equal-opportunity employer.***