



PROJECT COORDINATOR

Are you looking for a position where you will be challenged, learn a ton, have a lot of fun, be inspired frequently, and make a significant impact? Are you ready to apply your skills and talents at an innovative nonprofit fighting gentrification and preserving affordable homeownership for the most vulnerable in our community? Rebuilding Together Miami-Dade is looking for a Project Coordinator to help oversee the day-to-day operations of the Construction Department.

The Project Coordinator works with the Project Manager to oversee our construction department and duties may include but are not limited to, oversight of the construction process from start to finish, conducting initial home assessments, creating scopes of work, managing warehouse inventory, purchasing and ensuring that project sites are properly staged with materials and equipment in advance of work days, training staff, and volunteers, leading volunteers, ensuring safety procedures are followed on all job sites and monitoring contracted work. This position is primarily in the field, and communication by mobile phone is required. Candidates must be willing to work in adverse weather conditions, physically load and unload vehicles at our warehouse and at job sites, and maintain the timely completion of projects.

About Us:

Rebuilding Together Miami-Dade (RTMD) brings volunteers and communities together to improve the homes and lives of vulnerable homeowners in need. We make extensive repairs and accessibility modifications to homes throughout Miami-Dade in an effort to increase quality of life for homeowners and their families and preserve affordable homeownership opportunities for future generations. Our vision is a safe and healthy home for every person.

The average homeowner served by RTMD is 69 years old, has owned their home for over 25 years, and has a household income of \$19,200. Our impact extends beyond the individuals served to fight gentrification and stabilize neighborhoods, throughout Miami-Dade County. Our efforts are strengthened by partnerships and collaborations with corporate sponsors, government agencies, skilled contractors, civic organizations, faith communities, and community volunteers. For more information, visit rebuildingtogethertmiami.org.

Essential Responsibilities:

- Oversee construction process from start to finish
- Research and vet contractors/vendors to complete needed home modifications
- Coordinate with internal team members, contractors and homeowners to ensure: (1) projects are on track; (2) they have the necessary paperwork, information, materials, supplies, and labor for City compliance; (3) the necessary documentation is completed for contract reporting; and (4) remediate project obstacles or complaints with our stakeholders
- Upon job completion, perform final inspection confirming work conforms to the identified work scope and any contractor requirements have been fulfilled

- Coordinate construction related vendors
- Manage volunteers on project days
- Insure proper safety protocols are followed
- Assist with collecting and tracking in-kind donations
- Work with Development Director to accurately communicate the stories of homeowners

Qualifications/Requirements:

- Commitment to our vision of a safe and healthy home for every person
- High emotional intelligence with an ability to quickly and positively establish rapport and credibility, gain confidence, and develop meaningful relationships with diverse individuals from a variety of backgrounds
- Impeccable organizational and time management skills
- Minimum of 1 year in the construction trades
- Basic knowledge of basic plumbing, HVAC, electrical systems, carpentry, drywall, insulation, flooring installation and other relevant contracting skills and knowledge.
- Excellent written and verbal communication skills
- Comfortable speaking publicly, leading groups on project sites, and working in a team environment
- Excellent interpersonal skills, positive service ethic, motivated team member, and task-oriented leader.
- Must be able to represent Rebuilding Together Miami-Dade in a professional manner
- Travel is required throughout Miami-Dade county, must have a valid driver's license
- Desire to learn and excel in a fast-paced, team-oriented office environment
- Learn, understand, and perform RTMD's expectations for job site and personal safety as outlined in the employee manual
- Knowledge of Microsoft Office and Salesforce a plus
- Willing to travel a few days per year for Rebuilding Together trainings and events
- Flexible schedule including some evenings and weekends throughout the year, particularly in preparation for National Rebuilding Day (Last Saturday of April, annually) and Veterans Day
- Ability to lift 60 pounds on a regular basis
- A sense of humor!

HOW TO APPLY

To apply, please email a PDF cover letter summarizing your interest, fit, qualifications, and experience along with a PDF copy of your resume to travis@rebuildingtogethermiami.org. Please write, "Program Coordinator" in subject line of email.

We will conduct short phone interviews as applications come in. If both the candidate and RTMD feel it could be a fit, we will schedule an in-person interview with Executive Director.

Position will remain open until a qualified candidate is identified.

BENEFITS

20 PTO days

10 Paid Holidays

Office closed, with pay last week of December

\$300/month health stipend (not included in salary)

LEVEL OF LANGUAGE PROFICIENCY

Spanish or Creole a plus, not required