Program Coordinator
Job Announcement

About Rebuilding Together Silicon Valley (RTSV)
We believe that everyone deserves to live in a safe and healthy home. Rebuilding Together Silicon Valley brings volunteers and communities together to improve the homes and lives of low-income homeowners in need. We also assist nonprofit organizations with facility maintenance and repairs so that they can dedicate their time and resources to helping our community. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods in our community.

Our work preserves affordable housing by transforming homes and lives through critical repairs, and accessibility modifications, at no cost to the service recipient. The majority of the homeowners we serve are elderly seniors and/or people with disabilities who are physically and financially unable to maintain safe and warm living conditions for themselves and their families. Our efforts are strengthened by partnerships and collaborations with government agencies, private businesses, skilled craftspeople, civic organizations, faith communities and community volunteers. For more information about the organization, visit www.rtsv.org

Program Coordinator Primary Responsibilities:

- Collaborate with program staff ensure the success of Rebuilding Days, Team Builds and Safe At Home projects by supporting and coordinating program logistics.
- Monitoring and execute on annual program goals.
- Prepare client preview information and volunteer materials for Rebuilding Days.
- Coordinate volunteer event RSVPs.
- Manage volunteer information in Salesforce database.
- Process in-kind donor forms, check requests and material/supply requests from Volunteer Leaders.
- Assist with collecting and tracking in kind donor information.
- Serve as resource for Volunteer Leaders as they prepare for Rebuilding Day.
- Be available to support all efforts on Rebuilding Days.
- Prepare for, participate in, and co-lead Team Build projects.
- Monitor and coordinate completion of unfinished work after Rebuilding Days.
- Oversee and ensure complete project documentation and tracking in files and databases.
- Assist with corresponding to and acknowledging volunteers, donors and sponsors
- Maintain subcontractor documentation.
- Support volunteer integration into our Safe at Home program, including scheduling volunteers and orienting new volunteers.
- Supervise Service Corps members.
- Support fundraising, volunteer program and appreciation activities.
- Work in collaboration with and support other program staff.
• Support outreach to partner organizations and community-at-large to secure client and facility applications.
• Provide client and volunteer-based social media content as needed.
• Other duties as may be assigned.

**Essential Requirements:**
The ideal candidate will possess many of the following skills and experience:

• Commitment to serve low-income homeowners and communities
• Impeccable organizational skills, significant attention to detail and follow-through, ability to work on multiple tasks in a growing and changing environment.
• Ability to perform duties with minimum of supervision and able to complete projects from start to finish, including taking on a leadership role.
• Strong customer service mindset with effective and diplomatic, yet supportive communication style.
• Professional phone manner with concise verbal skills.
• Ability to be flexible, adaptable and maintain professional decorum under stress.
• Ability to work with a diversity of people from various ethnic, socio-economic and living environments.
• Willingness to work as a team with clients, volunteers and staff.
• Ability to excel in a fast-paced, team orientated, small office environment and desire to work with volunteers who provide and need varying levels of support.
• Strong writing and computer literacy with PC based MS Office programs. Familiarity with Salesforce a plus!
• Bi-lingual English/Spanish or English/Vietnamese a plus.
• Valid California driver’s license, proof of insurance and ability to pass a background check.
• Preferred work experience in non-profit or construction.
• Ability to deal with physically demanding requirements of the job including lifting a minimum of 30 pounds without assistance.
• Education: College degree (or equivalent combination of education and work experience).

**Hours**
Full-time, non-exempt position with ability to work occasional evening and weekends to support organizational and event activities. We offer flexibility to accommodate these obligations. This position reports to the Associate Director.

**Compensation**
Anticipated starting salary is $52,000 to $57,000 depending on experience. Benefits package include: medical, vision & dental insurance and PTO (Paid time off) leave for all full-time employees. Dependent coverage may be elected at the employee’s own expense. In addition to PTO accrual, Rebuilding Together Silicon Valley recognizes 10 paid holidays.

*RTSV provides equal opportunity employment without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity or status as a veteran.*
To apply, email your cover letter (word or PDF document) summarizing your interest, fit with qualifications, and experience along with a current resume to jobs@rtsv.org by August 18th. Position is open until a qualified candidate is hired.