

We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for over 35 years. To date we have built over 225 homes and housed more than 350 adults and 600 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

CONSTRUCTION OPERATIONS ADMINISTRATOR

Position Purpose: The Construction Operations Administrator (COA) will provide administrative support for all the construction department (new homes, home repairs, home rehab and recycle). This position will oversee the small and large details that make a big impact on these programs. The COA will work closely with all the Site Supervisors for new homes, Home Repair Manager and Preserve a Home Manager to keep communication and tasks flowing. S/He will also work closely with the VP & CFO on inventory, accounts payable, and purchasing, as well as maintain all records for sub contractors licensing. The COA will take a lead in working with Habitat's drafter on house plans, survey company for plot plans and timing of projects and using the portals for the City of Akron and County of Summit Building Standards (or other municipalities) for permitting which is all pre-construction activity. The pre-construction activity also includes preparing the scope of work, sending out request for bid, reviewing bids, and working with the President & CEO to select the most responsive bidder. The COA will be the main point of contact for scheduling all sub contractors and will work with the Volunteer Coordinator to set up volunteer work days/locations.

What you need:

- Excellent interpersonal and cultural competency skills to effectively collaborate with a wide spectrum of individuals
- Integrity, organizational skills, attention to detail, the ability to multitask and work independently
- Excellent oral and written communication skills
- Excellent computer skills, with an emphasis on Microsoft programs (Word, Excel and Outlook)
- 3-4 years of administrative experience; preferred in construction and project management
- Ability to prioritize multiple projects at one time
- Detail to record keeping and paperwork management
- Ability to read and understand house plans and land surveys

Hiring Requirements:

- Valid In-State Driver's License, ability to successfully pass a drug screen and background check.

You demonstrate these behaviors:

- Ability to effectively represent Habitat for Humanity to the public

What will YOU Build?



- Commitment to the Habitat mission, values and ethics
- Strong interpersonal and communication skills for consistent and professional interactions with leadership, other departments, homeowners and partner families
- Ability to maintain task scheduling and meet expected deadlines
- Willingness to occasionally assist with on-site construction work, service appointments and events
- Strong problem analytical skills and the ability to work in a fast-paced environment and multi-task
- Ability to travel occasionally
- Proficient with computers and software

What you'll get:

- Paid Time Off
- Simple IRA, with up to a 3% match
- Medical, Dental and Vision Insurance 100% paid by affiliate for employee only coverage, with option to purchase coverage for family members
- Cell phone, mileage and business expense reimbursement
- Up to 15 paid holidays per year
- Potential bi-yearly bonus based on performance objectives
- \$15,000 life insurance policy paid 100% by affiliate for employee only
- STD insurance paid 100% by affiliate
- Flexible work schedule (expected work hours Monday through Friday 7:30 am to 4:00 pm) but can be flexible
- Full time hourly 40 hours per week
- Hourly rate \$19-22 per hour

What will **YOU** Build?

