

building strength, stability and self-reliance through shelter

sandieghabitat.org

JOB OPENING

Candidates interested in applying for this position please review the essential job responsibilities and qualifications outlined below, and email Salary Requirements, Current Resume and Cover Letter to jobs@sandieghabitat.org

JOB TITLE: PROGRAM COORDINATOR, Neighborhood Revitalization
Department: Neighborhood Revitalization
Status: Full-time, Non-Exempt
Reports to: Director of Neighborhood Revitalization

JOB SUMMARY:

San Diego Habitat seeks a highly motivated individual with strong administrative and human services skills to serve as the Program Coordinator with the Neighborhood Revitalization (NR) department. This role will provide support to increase the number of families participating in Habitat's Home Repair programs.

The Program Coordinator will help coordinate and facilitate general department administrative support and community outreach efforts in selected communities in addition to family selection and program evaluation.

The process is interactive, in constant motion and continuously assessing all aspects of the needs of partner families and communities. The successful candidate will have solid administrative, organizational and inter-personal skills, the ability to thrive in both office and field environments, be self-driven to add value and positive results.

Essential Job Responsibilities Include But Not Limited To:

PROGRAM COORDINATION:

- Identify potential homeowners and explain the NR repair program, eligibility requirements, and application process.
- Collect all application documents for qualification and ensure that all department processes and procedures are followed; maintain client files.
- Maintain communication with construction superintendents to schedule Initial Home Assessments and act as the liaison between homeowner and construction staff during the project's progress.
- Maintain consistent contact with current and potential NR homeowners.

- Log program information, successes and relevant data and produce weekly reports.
- Responsible for the day-to-day communication of projects within the department and other staff.
- Maintain up-to-date program materials used for outreach and visibility.

PROGRAM OUTREACH:

- Responsible for outreach efforts with the primary goal of identifying families eligible for program services:
 - ✓ Attend community events directly relevant to identifying clients; and,
 - ✓ Develop relationships with neighbors, community leaders, area businesses, non-profit organizations directly relevant to identifying clients.

DEPARTMENT ADMINISTRATION & ORGANIZATION TEAMWORK:

- Collect and input client and program information to ensure all department needed data is up to date and accurate.
- Schedule and maintain department meetings, minutes and calendars.
- Complete expense reports and mileage logs.
- Attend all relevant meetings to coordinate the workflow of the department.
- Participate in Habitat builds and special events as needed.

QUALIFICATIONS:

- Ability to successfully perform the essential responsibilities of the position
- Minimum of two years of relevant experience in a professional work environment
- Experience in a nonprofit organization highly desired
- Clear understanding of human services

REQUIRED SKILLS/KNOWLEDGE/ABILITIES:

- Solid critical thinking skills, adaptive, solutions-oriented and able to identify and resolve problems.
- Self-starter, with ability to work on projects independently, and collaboratively with all colleagues.
- Demonstrates good judgment, tact, and tolerance of differing points of view, cultures and beliefs.
- Understanding of effective community organizing techniques and strong culture competency.
- Strong interpersonal, written and verbal skills including the ability to express ideas clearly and effectively.
- Ability to work well in an office environment and out in the community.
- Solid working knowledge of Microsoft Office Suite – Outlook, Excel, Word, Power Point, database proficiency, internet research.
- Excellent organizational skills and strong attention to detail, completing assignments accurately and within established timelines.

- Ability to work in a fast-paced environment and to manage competing priorities and tasks, while maintaining positive regard for others.
- Open and welcoming of people of any faith or no faith, individuals of diverse populations, and socio-economic backgrounds.
- Commitment to nonprofit service with an interest in advancing the critical call for affordable housing in San Diego County.
- Demonstrates a high level of ethics, integrity, diplomacy and initiative.

EDUCATION REQUIREMENT:

- Bachelor's Degree in social science or related field preferred; or Associate's Degree and two years of relevant work experience may be accepted.

LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently
- Ability to speak and understand Spanish a plus

PHYSICAL REQUIREMENTS:

- Ability to continuously stand and walk
- Ability to bend, reach, climb stairs and lift frequently
- Ability to lift up to 25 pounds occasionally
- Ability to occasionally stand for sustained periods of time
- Ability to sit a desk for a sustained period of time
- Ability to verbally communicate clearly in-person and on the telephone
- Ability to type using a computer keyboard and visual acuity to view a computer monitor

WORK ENVIRONMENT:

- Non-smoking, professional office environment
- Fast paced and open office working environment with multi-level distractions
- Average 40 hour work week
- Occasional work outside normal business hours, including early mornings, evenings, or weekends, is expected

SPECIAL CONDITIONS:

- A background screen will be conducted
- Valid Current California Driver's License with good driving record
- Ability to drive throughout the San Diego region

To apply, please send the following materials to jobs@sandiegohabitat.org:

In Subject Line: "Program Coordinator"

+ Cover Letter + Resume + Salary Requirements