



**Title:** Repair Project Coordinator  
**Department:** Repair Program  
**Reports to:** Repair Program Manager  
**Category:** F/T, non-exempt  
**Compensation:** Competitive, DOE

**General Description:** At Habitat for Humanity Seattle-King County (HfHskc) our vision is that everyone has a decent, affordable place to live. Habitat for Humanity Seattle-King County is an affiliate of Habitat for Humanity International, a non-profit, ecumenical Christian housing ministry. Habitat for Humanity works in Seattle and King County to eliminate sub-standard housing and strengthen communities by building, renovating and repairing homes *in partnership with low-income families*.

Our Repair Program is a growing component of Habitat's efforts to keep low-income homeowners in their homes and communities by conducting critical home repairs and accessibility interventions that not only increases homeowner safety, but also reduces displacement and encourages community stability. Habitat is seeking a Repair Project Coordinator to assist in sustaining and expanding the Repair Program, with primary responsibilities focused on supporting repair project management. Additional responsibilities include streamlining processes to increase productivity, maintaining accurate records, and accessing future funding by achieving excellence in compliance and reporting.

#### **PRIMARY DUTIES AND CORE RESPONSIBILITIES**

##### *Repair Project Support*

- With Repair Program Manager (RPM), arrange site visits for potential repair projects, determine scope of work and obtain bids from subcontractors.
- Support Homeowner Services Manager (HSM) as needed with processing repair intakes, and assist in communication with homeowners during the application process
- Assist with project scheduling and communication to site staff.
- Research, vet and establish relationships with area contractors and suppliers to gain support for project execution.
- Foster collaboration with potential repair partners in the community for projects beyond Habitat's scope or budget, or for specific repair needs (ramps, manufactured homes, etc.). Redirect and provide resources to applicants that do not qualify for our program.
- Assist in document preparation prior to repair project commencement.
- Assist in compliance procedures and be familiar with regulations regarding lead-safe practices, hazardous materials, and project permitting.
- With RPM, streamline processes to scale and increase program capacity, including expanding database of approved subcontractors and vendors.

##### *Grants, Reporting and post-repair follow-up:*

- Assist in content generation for grant applications.
- Track Repair statistics for grant reporting and compliance purposes, and work with RD to generate grant reports as required.

- Take before and after photos of repair work, and help maintain extensive photo database
- Assist in homeowner interviews and compiling homeowner information for record-keeping and reporting purposes.

*Special projects and other duties as assigned*

## **REQUIREMENTS**

- Strong organizational and problem-solving skills; attention to detail and ability to prioritize tasks appropriately.
- Computer literate in word processing, spreadsheet and database software.
- Excellent communication skills, both verbal and written.
- Self-motivated, able to interact well with a variety of people, handle multiple tasks simultaneously, and work well in team environment.
- Previous field or construction management experience desired.
- Flexibility, sense of humor, and ability to work under pressure
- Required to work occasional evenings and weekends.

## **PHYSICAL DEMANDS**

- Able to lift at least 30lbs
- Sit/work at a computer laptop for extended periods of time

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

- Valid driver's license with a good driving record

## **BENEFITS**

Benefits package to include generous vacation/sick leave, medical/dental/vision insurance, short/long term disability, life insurance.

## **TO APPLY**

Please send cover letter and résumé to [HR@habitatskc.org](mailto:HR@habitatskc.org)

*Habitat for Humanity of Seattle-King County is firmly committed to a policy of equal employment opportunity (EEO) and will provide such opportunities to all qualified persons without regard to race, color, sex, sexual preference, national origin, age, religion, disability, or any other characteristic protected by law.*