



Project Specialist

Organizational Overview

Help our team support affordable home ownership on the Peninsula.

Rebuilding Together Peninsula (RTP) repairs homes, revitalizes communities and rebuilds lives. Our mission is grounded in the belief that a healthy community starts with a safe and livable home. As such, RTP provides free home repair, accessibility modifications and energy-efficient upgrades for approximately 100 homeowners in need throughout San Mateo and Northern Santa Clara County. We also provide repairs for nonprofit community facilities so that they can apply more of their funds to serve their clients. We accomplish this in large part by harnessing the power of volunteerism with thousands of volunteers working in teams to address critical safety and health-related repairs.

Rebuilding Together Peninsula, one of the largest of the over 120 affiliates of Rebuilding Together Inc., a national nonprofit, has an operating budget of nearly \$2 million and additionally benefits from nearly \$500K worth of donated resources and volunteer time annually.

The Ideal Candidate

We are looking for an enthusiastic, solution-oriented team player, eager to help level the playing field for traditionally marginalized individuals and preserve affordable homeownership. If you have a passion for making a difference, exceptional organizational skills and work well in a team environment with individuals from a wide variety of backgrounds, this could be the job for you.

Position Summary

This part time position (32 hours per week) provides support for RTP's signature event, National Rebuilding Day (NRD). National Rebuilding Day brings over 1500 volunteers together annually to repair approximately 30 homes and community facilities. The Project Specialist (PJ) is responsible for supporting the logistics and safe operations of projects from the beginning to the end of their lifecycle. The PJ also serves as the liaison between staff and the income-eligible homeowners we serve on NRD. This role is especially suited for someone who enjoys managing equipment, supporting volunteers and serving in a support role for big projects.

Job Responsibilities

- Assist with coordination and successful completion of repair projects for National Rebuilding Days.
- Help ensure all work is performed safely and to specifications and help address potential safety hazards in the warehouse and on project sites.
- Provide the Projects Manager with updates regarding projects status, safety concerns and schedule changes.
- Help coordinate homeowners' and construction contractors' pre-project paperwork.
- Help nurture relationships with vendors for discounts and donations of labor and materials.
- Close work orders.
- Distribute homeowner surveys and assist with outreach mailings and homeowner orientation.
- Support day-of NRD communications among staff, captains and volunteer groups.
- Oversee warehouse inventory and general equipment maintenance and storage.
- Perform safety and vehicle inspections.
- Collaborate with agency staff to help continuously improve processes and protocols.
- Support volunteer and sponsor appreciation events and other agency events as needed.

Qualifications

The ideal candidate will possess the following:

- Passion for our mission
- Excellent communication and interpersonal skills (written and oral)
- Strong organizational skills and attention to detail
- Proven effectiveness at developing, nurturing and maintaining relationships
- Ability to establish rapport, build relationships, and gain confidence and credibility with individuals from various ethnic, socio-economic backgrounds
- Ability to respond effectively to the needs of volunteers needing varying levels of support.
- Basic understanding of and experience in construction (especially carpentry, plumbing, electrical and roofing), or willingness to learn.
- Accountability and strong follow through
- Ability to excel in a team orientated, small office environment
- Ability to effectively utilize information technology and basic office software including Google Apps and MS Office Suite (Outlook, Google, Word, and Excel).
- Project management skills and/or experience in construction, a plus
- Familiarity with standard office equipment and Salesforce databases, a plus
- Previous nonprofit experience, a plus
- Must have reliable transportation.

Compensation

Position is non-exempt, part time, 32 hours per week. Salary range is \$40K - \$42K and includes generous health and retirement benefits. We also offer housing, if needed, at below market rate in a shared housing situation (recently renovated four bedroom home that RTP owns). Rebuilding Together Peninsula is committed to diversity in our workplace and in our programs and, therefore, provides equal employment opportunities without regard to race, gender, age, disability, national origin, religion, sexual orientation, marital status, political belief or activity or status as a veteran.

How to Apply:

Submit a cover letter summarizing your interest and resume to: Greg Bernard, Director of Programs, Rebuilding Together Peninsula at jobs@rtpeninsula.org. Resumes without a cover letter will not be considered. For more information visit <http://www.RTPeninsula.org>. No phone calls, please.