



Peninsula

Safe at Home Program Manager

Rebuilding Together Peninsula seeks a Program Manager to join our collaborative, dedicated team and take our minor home repair program to the next level. Are you a strong leader interested in putting your project management skills to work helping vulnerable homeowners live in safe and healthy homes? Are you a team-player? A good problem-solver? Looking for a way to make a difference?

We are the go-to agency in San Mateo County for free repairs. Our mission is grounded in the belief that a healthy community starts with a safe and livable home. For nearly 35 years, RTP has provided critical health and safety-related repairs, including accessibility modifications and energy-efficient upgrades for low-income homeowners. We also provide repairs for nonprofit facilities so that they can apply more of their funds to serve their clients. We accomplish all this with in-house repair technicians and by harnessing the power of hundreds of volunteers to repair approximately 140 homes and community facilities annually.

Rebuilding Together Peninsula, one of the largest of the over 120 affiliates of Rebuilding Together Inc., a national nonprofit, has an operating budget of \$2.7 million and additionally benefits from nearly \$400K+ worth of donated materials and volunteer time annually. We're passionate about our role supporting families and we value the initiative and input of our staff to help best meet the need.

Primary Responsibilities:

As the Safe at Home Program Manager and member of the Leadership Team, you will use your project management and excellent interpersonal skills to schedule home assessments, supervise repair technicians, manage the vendor bidding process, build scopes of work, manage projects, track budgets and follow up to ensure project completion. You should have experience in construction/repair project management and be highly organized and solution focused. You also should work well with traditionally marginalized members of the community. This is a full-time position based in Redwood City that reports to the Director of Programs.

General Job Responsibilities:

- Schedule and oversee repair projects from previews through close-out (i.e. manage home previews, determine scopes of work, select sites, schedule repairs and set budgets).
- Manage project budgets, deadlines, progress and quality.
- Ensure project completion within budget and conformance specifications.
- Ensure effective communication with the homeowners.
- Schedule repair technicians.
- Provide Director of Programs with updates on progress and issues, as appropriate.
- Manage site safety.
- Oversee accurate documentation and track progress in tracking systems (files, database, online).
- Secure necessary building inspections, encroachment and other permits and fee waivers.
- Complete quarterly and year-end reporting on a timely basis.
- Oversee billing for 100+ projects on a timely basis.
- Help nurture relationships with vendors for discounts and other kinds of support.
- Provide input on grant proposals and information for reports.

Qualifications:

The ideal candidate will possess many of the following:

- Three years successful program management experience.
- General familiarity with general carpentry, plumbing and electrical.
- Ability to read/understand project specifications.
- Strong customer service approach and ability to build relationships with people of diverse backgrounds.
- Excellent attention to detail and follow-through.
- Self-motivated, accountable and responsible.
- Excellent interpersonal skills.
- Ability to work independently and take initiative.
- Highly flexible and adaptable.
- Process oriented and highly organized.
- Ability to manage several projects simultaneously.
- Strong problem-solving skills.
- Ability to effectively evaluate project costs and set appropriate expectations with clients.
- Comfortable with information technology and basic software including Google Apps, MS Office/Word and Salesforce.
- Reliable transportation, valid California driver's license and proof of insurance
- Pass a background check and have clean driving record

- Fluent in English (read, write, and speak)

Preferred:

- Conversational Spanish
- Knowledge of Peninsula
- RRP and/or OSHA training
- Familiarity with local building codes, Contractors' State License Board, etc.
- Familiarity with mobile home repairs or willingness to learn
- Knowledge of project material lead time
- Ability to occasionally manage volunteers

Estimated start date: As soon as position can be filled.

Compensation:

We offer base salary, cell phone, laptop, mileage reimbursement and generous benefits, including health, dental and vision insurance and 14 paid holidays. In addition to standard sick leave and vacation accrual, RTP closes the office between Christmas & New Year's Day. Salary range: \$70K-\$75K DOE.

Rebuilding Together Peninsula is committed to diversity in our workplace and, therefore, welcomes and 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:

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with qualifications, and experience along with a current resume to: Ms. Melissa Lukin, Executive Director, Rebuilding Together Peninsula at jobs@rtpeninsula.org. Resumes without a cover letter will not be considered. For more information about the organization, visit <http://www.RTPeninsula.org>. No phone calls, please.