



REBUILD PROGRAM MANAGER

The purpose of this rewarding position is to oversee the organization's home improvement services. The functions will include project, volunteer and contractor coordination, client and partner relations, budget management, data tracking and reporting.

This person will serve as an interim Program Manager. It is a temporary, full-time position (3-5 months). Additional employment opportunities may be available in the future if funding is approved, although it is not guaranteed at this time.

RTS improves the quality of life for vulnerable Sacramento residents by improving the condition of their homes. The services we provide improve the health, safety, efficiency and curb appeal of the homes. The improvements are performed by paid staff and contractors and volunteers.

RTS staff spend their days providing life-changing services that improve the quality of life for older adults, those with disabilities and low-income.

***Primary Responsibilities for this position are as follows:**

Rebuild Program Management

- Oversee home improvement activities at homes between approximately December, 2020 and April, 2021.
- Work with the Program Coordinator to develop work scopes and schedules for each home.
- Coordinate work days with NCCC/Americorps, partners and volunteer groups.
- Recruit additional volunteers as needed.
- Coordinate event logistics such as food, porta-potties, and supplies.
- Manage project financial tracking and budgeting.
- Perform outreach, preview and select homes if needed.
- Manage client relations including communication, scheduling and planning.
- Oversee data collection and reporting about clients, donors, volunteers and partners.
- Coordinate required permits and services.
- Supervise the Program Coordinator.
- Ensure compliance with project safety guidelines.
- Work at the homes when needed.
- Other duties assigned.

Miscellaneous Program Support

- Work with other employees to provide coordination, reporting, outreach and communication support for the Critical Repair and Safe at Home programs.

***The list above provides a general overview of the position, but does not contain every task or responsibility associated with the position.**

Knowledge, Skills and Traits

- Relevant work experience in project management and knowledge of home repairs.
- Knowledge/experience and understanding of issues pertaining to vulnerable populations.
- Good communication skills, both oral and written.
- Strong organizational, problem solving, relational, and process/program development skills.
- Demonstrated ability to utilize computer applications in a Windows environment including MS Word, Excel, PowerPoint and Salesforce.
- Strong organizational skills and ability to work on multiple tasks.
- Quick learning and flexibility/adaptability is a must.
- Experience managing or working with volunteers.
- Willing to work occasional evenings or weekends.
- Ability to perform minor physical work, on a limited basis, such as moving supplies, working on the workdays, and cleaning up after projects.
- Perform limited administrative tasks such as database management, photocopying, faxing, etc.
- Have reliable transportation, a valid California Driver's license, proof of insurance and be willing to drive your own vehicle for this job.
- Bilingual in English, Spanish and other languages is a plus

Reports to: Executive Director

Employment type: Full-time, temporary, non-exempt

A criminal background check will be performed after a job offer is accepted by a candidate.

Compensation: \$4,000 - \$4,200 per month depending on experience.

Cell phone stipend is provided. Mileage is reimbursed at the current IRS rate.

Interested candidates should email a resume highlighting relevant experience and a cover letter explaining why you are a good fit for this position to:

cjohnson@rebuildingtogethersacramento.org

Please include "Rebuild Program Manager" in the subject line.

Cover letters and resumes will be accepted through November 12, 2020.

No phone calls please!

Rebuilding Together Sacramento is an equal-opportunity employer.