



**Habitat for Humanity Buffalo is in search of a temporary Construction Project Coordinator** -- to join our dynamic team. This individual will serve a crucial support role for the construction program by performing key duties to prepare sites and coordinate subcontractors as needed. This position is temporary and will exist up to 6 months based on performance. May lead to full-time employment.

Essential duties include, but are not limited to:

- Site mobilization
  - o Apply for building permits
  - o Prepare sites for construction
  - o Coordinate subcontractors for new build foundations
  - o Coordinate and manage volunteers for rehab tear-out
- Logistics
  - o Purchase and coordinate delivery of project materials and equipment
  - o Warehouse maintenance
- Special projects
  - o Work with construction manager to hire and coordinate subcontractors
  - o Communicate with clients to establish expectations and meet deadlines

The ideal candidate is someone who has:

- High School degree or equivalent;
- 3 years experience in construction or project management (or similar);
- Experience working with contractors;
- Experience working with volunteers;
- Excellent interpersonal and cross-cultural skills to effectively work with a broad range of people;
- Ability to work to a schedule;
- Excellent organizational skills;
- Excellent communication skills;
- Strong computer and smart device skills and knowledge of Microsoft Office;

**Personal vehicle and valid NYS license required.**

To apply, please email your resume and cover letter to [construction@habitatbuffalo.org](mailto:construction@habitatbuffalo.org).

**Habitat for Humanity Buffalo, Inc. is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**