



Construction Project Coordinator Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Construction Project Coordinator is responsible for managing construction projects from beginning through completion within Beyond Housing's Home Repair Programs. The Construction Project Coordinator is the primary point of contact during construction for general contractors, subcontractors, government inspectors, and the general public. The Construction Project Coordinator will verify contractor compliance with codes, regulations, site materials, specifications, blue prints, plans, reports, and safety. There is a requirement to be a strong communicator, detail-oriented, highly organized, and have the ability to work with a sense of urgency. Good interpersonal skills and professionalism are essential.

Responsibilities Include:

- Responsible for managing every phase of the construction process
- Develop and write scopes of work
- Obtain and evaluate contractor's bids
- Present findings and recommendations to Manager for review
- Assist in negotiations with contractor's and clients and with awarding contracts to contractors
- Monitor construction progress on a daily basis
- Budget development and monitoring
- Draft and review change orders as needed; draft project close-out materials such as payout documents, lien waivers, and warranty paperwork
- Conduct final inspections and assist with pay-out submittals
- Establish and maintain both electronic and hardcopy files to include all correspondence for stakeholders
- Solicit potential clients and contractors, construction repairs, and improvements
- Provide excellent service levels to clients and potential clients
- Assist clients concerning complaints, issues, and resolution

- Update and maintain information in database on regular basis requirements

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Required Qualifications:

- Bachelor's Degree in related field or a minimum 5 years' experience in related field
- Experience preferably in non-profit, construction and real estate
- Demonstrated administrative skills, including managing and prioritizing multiple tasks or projects
- Ability to work independently, in a team environment, and in collaboration with colleagues
- Strong Microsoft Office skills, including Outlook, Excel, and Word
- Excellent attention to detail, with the ability to be flexible and meet deadlines
- Highly organized and motivated, with good interpersonal, problem-solving, and analytical skills
- Proficient in oral and written communication skills

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties. While performing the duties of this job, the employee is regularly required to sit, use hands to fingers, handle, or feel objects, tools, or controls, talk and hear. The employee frequently is required to sit, stand, and walk.

The employee may lift and move more than 25 pounds. Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Visual requirements may be met by use of corrective eyewear (glasses, contacts, etc.)

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving heavy machinery and is occasionally exposed to wet and/or humid conditions, extreme heat, and extreme cold.

Supervisor:

- Construction Program Manager

Supervises:

- None

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- Salary Range: \$37,000.00 - \$40,000.00

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org. This job will remain posted until it has been filled.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.