



Neighborhood Building Housing Leader

WHO YOU ARE

- You believe that all people should have access to quality, affordable housing.
- You are detail oriented and able to manage multiple construction projects, budgets and deadlines simultaneously.
- You have basic construction knowledge and enjoy completing projects on your own or guiding subcontractors and volunteers towards project completion.
- You enjoy working with a diversity of people and are able to see the gifts in all.

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to empower people to transform neighborhoods and we envision a thriving, connected community where people are valued, and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

Minor Homeowner Construction Project Management

- Work as part of a team to guide Matthew 25's annual Transform program; assess home repair projects of residents in need of assistance, develop and carry out improvement plan with volunteers and subcontractors
- Act as the facilitator of the Transform staff team year-round, providing agendas, timelines and tracking data required to help the program successfully meet its goals.
- Assist in scope development for projects, including visiting sites and working with clients
- Maintain accurate tracking for approximately 25-40 projects across multiple queues and funding sources.



Rental Housing & Homeowner support

- Under the guidance of the Neighborhood Building Sr. Director, implement a plan for long-term maintenance of Matthew 25's rental portfolio as well as a short-term and emergency repair plan (24/7 response to maintenance issues at rental properties).
- In collaboration with the neighborhood building team, support Matthew 25 tenants in moving towards being quality homeowners who have the skills necessary to maintain their own housing.
- Lead and train others in home energy-efficiency auditing processes.
- Oversee and work with volunteers to make sure the Tool Library is consistently offering high quality tools at a low cost to Linn County and beyond.

Department administration

- Provide leadership and management for assigned programs, ensuring milestones and targets are met.
- Establish and maintain spreadsheets, databases, and other electronic recordkeeping to track and document projects.
- Provide hospitality and information to visitors, volunteers, callers, and online inquiries.
- Ensure accurate and timely data entry of all project information into electronic format.
- Processes applications and compliance paperwork, sometimes working on site with clients.
- Maintain hard copy documentation for grants and project files, including application documents, permits, bids, etc.
- Collaborate with staff and community members to achieve target goals.
- Assist with departmental organization and communication tasks.
- Run reports and assist with analysis, dashboards, and reconciliation.
- Do routine data maintenance tasks to ensure accuracy.

Other responsibilities

- Recommend process improvements for increased efficiencies.
- Display and promote company values.
- Regular attendance as determined with your manager.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization's mission.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Strong written and verbal communication skills with prevalent professional demeanor.
- Ability to handle sensitive and confidential situations and documentation.
- Ability to work in a fast paced, rapidly changing, and regulated environment.
- Effective time management.
- Excellent planning and organizational skills.
- Analytical skills to identify and resolve problems in a timely manner.



- Exhibit sound and accurate judgment.
- Ability to work collaboratively across departmental teams.
- Demonstrated ability to learn and apply new approaches.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office and Google Suite of Products and ability to learn new systems quickly.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Bachelor's degree in a relatable field and/or the equivalent in relatable experience.
- A minimum of 3 years of experience in construction project management or a relatable field required.
- Valid driver's license and acceptable driving record per Matthew 25's insurance carrier required.
- Experience in contract negotiation preferred.
- Knowledge and experience with preventative maintenance program preferred.
- Knowledge of electrical and mechanical processes preferred.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics 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 individuals with disabilities to perform the essential functions.

- Sit an average of 2-3 hours per day.
- Stand an average of 2-3 hours per day.
- Walk an average of 2-3 hours per day.
- Required Movements:
 - Bend/Stoop – Occasionally (1-4 times per hour).
 - Squat – Occasionally (1-4 times per hour).
 - Climb – Rarely (1-2 times per day).
 - Reach above shoulder level – Occasionally (1-4 times per hour).
 - Kneel – Occasionally (1-4 times per hour).
- Weight Carried:
 - Up to 10 lbs – Occasionally (1-4 times per hour)
 - 11-30 lbs – Rarely (1-2 times per day)
- Weight Lifted:
 - Up to 10 lbs – Occasionally (1-4 times per hour)
 - 11-30 lbs – Occasionally (1-4 times per hour)
 - 31-50 lbs – Rarely (1-2 times per day)
- Hands Used for Repetitive Action:
 - Simple/light grasping (both hands) – Frequently (5-24 times per hour)
 - Firm/strong grasping (both hands) – Occasionally (1-4 times per hour)



BENEFITS

Benefits include 10 days PTO, Health Insurance, Simple IRA match, Short-Term Disability, and 13.5 paid holidays. Access to Dental Insurance, Vision Insurance, FSA and HSA is also available. Salary commensurate with experience and in the range of \$40,000 - \$50,000 per annum.