



Job Description: Program Manager

Rebuilding Together Philadelphia (RTP) is a non-profit that revitalizes communities by transforming vulnerable houses into safe, healthy and energy-efficient homes. RTP brings volunteers and communities together to repair homes and improve lives. Each year, RTP and more than 1,300 volunteers provide free safe and healthy home repairs for 100+ homeowners.

The Program Manager will report to the Director of Operations and will be responsible for implementing one of our Block Builds and the Middle Neighborhoods Program. Our Block Build program focuses on three neighborhoods each year, providing repairs for approximately 70 homeowners and their families. The culmination of our work in each neighborhood is 2-day Block Build event where hundreds of volunteers work alongside staff and homeowners to provide repairs in 10-15 homes. The Program Manager will be responsible for implementing one of the three Block Builds each year, serving approximately 25 houses. Our Middle Neighborhoods Program is focused on preserving working-class neighborhoods who are at risk of decline as the population ages and resources are directed towards neighborhoods in more desperate situations. The Program Manager will manage the repairs in approximately 20 houses each year in these neighborhoods.

An ideal Program Manager will have a mix of construction and project management experience that provides them with the skills necessary to conduct home evaluations, manage the construction projects, and complete any compliance and reporting requirements for their programs. We estimate that the Program Manager will spend 75% of their time in the office generating work scopes, reviewing applications, scheduling and tracking work, etc. The remaining 25% of their time will be spent in the field conducting home evaluations, meeting with homeowners and contractors, completing final inspections, etc.

RTP embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

PRIMARY RESPONSIBILITIES

- Conduct home evaluations at each property to identify needed repairs and assess suitability for the Summer Block Build and Middle Neighborhoods program.
- Organize and track all necessary paperwork (work scopes, invoices, receipts, homeowner agreements and surveys, etc.) for the Summer Block Build and Middle Neighborhoods programs.
- Manage all reporting requirements for Summer Block Build and Middle Neighborhoods programs.
- Support our monthly Asthma Trigger Action Crew, helping to identify houses where they can work, recruiting volunteers, and supporting our External Relations Coordinator and Construction Supervisor in implementing the program each month.
- Assist with up to 15 additional home evaluations each year for other RTP programs and partners.
- Assist the Operations Team with Block Build days three times per year.

SKILLS

Required

- High school diploma or GED required.
- Strong communication, planning and organizational skills
- Construction or home repair experience sufficient to conduct home evaluations, identify needed repairs, and manage contractors, staff and volunteers who will complete the repairs.

- Comfort working in an office environment that requires regular use of e-mail, shared calendars, and shared network drives.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Able to work occasional evenings or weekends.
- Able to work long hours on rebuilding days (several throughout the year).
- Experienced driver with current license and access to a reliable vehicle that can be used for work-related travel around Philadelphia.

Preferred

- College degree preferred.
- Prior experience working with volunteers.
- Prior experience managing contractors.
- Prior experience with project management and grant reporting.
- Prior knowledge or familiarity with safe and healthy housing or building science.

SALARY/BENEFITS

\$50,000 - \$52,500. Employees receive health care, life insurance, short-term disability and retirement benefits. Flexible hours but must work some weekend days. Generous paid-time off. Commitment to supporting professional development and avenues of growth within the organization for all staff.

APPLICATION DEADLINE: Nov 30, 2019

To apply, please email resume and cover letter to Brandon Alcorn, balcorn@rebuildingphilly.org. Include "Program Manager" in your subject line. No phone calls please.