



Position Summary

Rebuilding Together of Greater Charlotte (RTGC) is a 501(c)3 nonprofit with a mission of repairing homes, revitalizing communities, and rebuilding lives. RTGC brings our community together to address the affordable housing crisis, mobilizing contractors and volunteers from across the region to complete projects that make homes and communities safer and healthier for our neighbors.

As an affiliate of Rebuilding Together, RTGC has strong networks and support from other affiliates and the Rebuilding Together national office. Currently, in a phase of rapid growth, RTGC is working to build out and strengthen our framework for community impact, partnerships, and operational excellence, and the Construction Coordinator position is an integral part of that work.

The Construction Coordinator supports the construction administrative and project management aspects of our critical home repair work and reports to the Director of Construction.

Primary Responsibilities

Client Communication and Service Delivery

- Serve as clients' main point of contact during the repair process, including scheduling volunteers and contractor work and providing construction status updates.
- Responsible for creating, maintaining, and storing case files in Salesforce CRM and Asana for project management.
- Assist the construction team with home assessments to determine scopes of work and support the documentation process with clients, including homeowner agreements and project closeout.

Construction Administration

- Support pre-construction project tasks, including scheduling home inspections, collecting information for environmental reviews, state historical preservation compliance, and testing for hazards.
- Coordinate with funding partners to complete due diligence for each project to ensure compliance with RTGC and funder standards.
- Assist with project expense tracking and reporting.

Contractor Relations

- Identify, vet, and onboard new contractors to help carry out repair work and meet grant and funder requirements.
- Maintain proper documentation with contractors, including current certificates of insurance and contractor agreements.

- Coordinate the contractor bidding process in compliance with RTGC's procurement policy, including sending notices to proceed to contractors and supporting contractor payment tracking.

Knowledge, Skills, and Abilities

- At least three years of construction administration or related experience.
- Commitment to serving low-income and diverse communities.
- Impeccable organizational and project management skills, significant attention to detail and follow-through, and ability to work on multiple tasks in a growing and changing environment.
- Strong customer service background and mindset, including compassion and the ability to work with diverse individuals.
- Ability to be flexible and adaptable, to maintain professionalism and positivity under stress, and to excel in a fast-paced environment.
- Excellent communication skills (both oral and written), and a demonstrated ability to communicate effectively with diverse groups.
- Excellent problem solver with attention to developing and improving systems to improve RTGC programs.
- Computer literacy in Microsoft Office applications and experience with Salesforce a plus.
- Must be able to work with a flexible schedule including some weekends particularly during April and October, including attendance at some organizational evening events and trainings.

Physical and Other Requirements

While performing the duties of this job, the employee should be able to:

- Move materials weighing 10-20 pounds repeatedly and unassisted.
- Navigate construction sites, including rough or uneven ground, around debris and obstacles.
- Communicate while on an active construction site, including listening and speaking over significant ambient noise.
- Operate basic office equipment including computer, telephone, etc.
- Travel independently from office to work sites and other events as required. If RTGC vehicle is not available, mileage will be reimbursed at the standard mileage rate set by the IRS.

Compensation and Benefits

This full-time, exempt position has a starting salary range of \$45,000-\$55,000, depending on experience. RTGC offers fully paid health, dental, vision, life insurance, vacation, paid holidays, sick leave, and matching retirement contributions of up to 4%.

Rebuilding Together of Greater Charlotte will provide equal employment opportunities without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.