



## **Repair Program Field Coordinator – Job Description for Ad**

**Position Title:** Repair Program Field Coordinator  
**Department:** Construction  
**Reports To:** Repair Program Manager  
**FLSA Status:** Non-Exempt, Part-time, 24 hours per week  
**Date:** July 28, 2025

### **OVERVIEW**

The Repair Program Field Coordinator oversees critical home repairs for low-income homeowners. The Repair Program Field Coordinator will assist with home inspections, work scope creation, and execution of work. The Repair Program Field Coordinator works with the Repair Program Manager to facilitate and oversee the activities of subcontractors and skilled laborers including plumbers, electricians, HVAC, and other licensed trades professionals, as well as local officials and inspectors if necessary.

We offer rewarding work in a flexible, people-friendly environment. Compensation will be commensurate with experience.

Please submit a cover letter and resume to Lydia Jordan at [LJordan@habitatsusq.org](mailto:LJordan@habitatsusq.org).

### **IDEAL CANDIDATE'S KNOWLEDGE AND SKILLS:**

- Must have a high school diploma or its equivalent (college degree preferred)
- A minimum of three years of hands-on, residential construction and supervision required, with experience with home rehabilitation and renovation preferred
- Experience working in construction for a non-profit is a plus
- Knowledge of standard building codes, local government jurisdiction policies and procedures, and history of conducting and passing inspections
- Thorough knowledge of general home repairs, trades, energy efficiency, and accessibility modifications for the disabled

### **RESPONSIBILITIES:**

- Oversee on-site construction through the completion of each assigned project including rehabilitation, repair, aging-in-place, and weatherization
  - Plan and coordinate residential repair activities by performing home assessments, prioritizing repair needs, completing agreements, and following up with homeowners to ensure satisfaction
  - Contribute to the selection of subcontractors, development of scopes of work, and creation of construction schedules
  - Maintain accurate records and invoices
  - Ensure program compliance with regulations of each funding source with Repair Program Manager



- Participate in community engagement activities: neighborhood clean-ups, educational outreach, community fairs, etc.
- Assist in developing relationships with community organizations and associations, churches, government, seniors, veterans, businesses, hospitals, and other non-profits
- Attend and participate in staff meetings and other organizational events
- Perform other related duties as assigned

#### **QUALIFICATIONS:**

- Excellent communication and people skills
- Able to work with diverse clients while showing respect, kindness, and empathy
- Able to effectively collaborate as part of a team
- Proficiency in Microsoft Outlook, Word, and Excel
- Possesses strong organizational skills and is able to manage multiple projects and priorities
- Must have clean driving record, reliable transportation, and ability to pass background and credit checks
- Self-motivated and able to meet goals without direct supervision
- Possesses an EPA or equivalent lead paint certification or able to obtain certification within 60 days of employment

#### **WORKING CONDITIONS:**

- Able to climb, stoop, kneel, reach, walk and stand for extended periods of time
- Average ability to lift 25 pounds, carry and move materials, tools, and equipment
- Position requires work in an office environment, inside and outside homeowner-occupied homes, and may also be exposed to outside weather conditions (rain, sun, wind, etc.)
- Exposure to jobsite construction conditions and temporary hazardous conditions
- Travel within Harford and Cecil Counties

#### **BENEFITS:**

- Twelve paid holidays, plus office is closed from Christmas Eve through New Year's Day
- Paid personal time off
- Free parking at the workplace; mileage reimbursement for work related transportation costs, excluding commuting miles
- Retirement plan
- Meaningful and rewarding work!

**Salary:** \$20-\$22 per hour, commensurate with experience

**Experience level:** 3 years

**Schedule:** Part-time (24 hours per week), Flexible schedule

**Ability to commute/relocate:** Reliably commute or planning to relocate before starting work (Required)

**Work Location:** Remote and corporate office in Bel Air, MD 21014



**ABOUT HABITAT FOR HUMANITY SUSQUEHANNA:** Seeking to put God’s love into action, Habitat for Humanity Susquehanna builds strength, stability, self-reliance, and shelter for low-income families living in substandard conditions through its homeownership, financial education, and home repair programs. Its vision is to create a community where everyone has an affordable and decent place to live. It also runs a ReStore, which sells donated building supplies and home furnishings to help fund its mission.

Habitat for Humanity Susquehanna is a locally run affiliate of Habitat for Humanity International and serves Cecil and Harford Counties. Habitat for Humanity Susquehanna is an Equal Opportunity Employer.