



Position Title: Repair Program Specialist
Department: Construction
Reports To: Repair Program Manager
FLSA Status: Exempt
Date: August 8, 2023

Essential Duties and Responsibilities

- Intake of applications
- Assess the qualification of applicants
- Assist in data collection for grant reporting
- Complete grant reports
- Assist in the coordination of bi-annual community events
- Program marketing, including presenting program at events
- Develop new outreach initiatives as directed by Construction staff or Executive Director.

Qualifications/Competencies

- Ability to deal effectively and compassionately with individuals from diverse socio-economic backgrounds, including those who live in poverty
- Ability to adhere to strict confidentiality
- Demonstrates the ability to work independently
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive reports
- Effective and strong public speaking ability
- Has comprehensive understanding of the overall mission of Habitat for Humanity Susquehanna

Education and Experience

- At least a high school diploma (college degree desired)
- Command of English and clear telephone speaking voice is essential
- A history of working or volunteering with low-income families, seniors, and/or veterans
- Proficient in MS Office; Excel, Word, and Outlook
- Nonprofit or governmental program experience appreciated
- Loan underwriting experience is a plus
- General understanding of residential construction/repairs helpful



Working Conditions

- May work some evenings and weekends
- Flexible schedule
- Hybrid workplace, may work some days from home
- Office environment and related office noise
- Visits to job and presentation sites