



Home Repair Program Coordinator

Habitat for Humanity of Ventura County (HFHVC) is a leader in supporting the need for affordable housing, having built 77 affordable homes and repaired or renovated over 300 houses over the past 30 years.

This position will join an exciting team as we build strength, stability, self-reliance and shelter throughout Ventura County while expanding our critical home repair program.

Position summary:

This is a full-time, non-exempt position that reports to the Chief Construction Officer. The position's work schedule will fall during normal work hours, Monday – Friday, with rare weekend or evening requirements, totaling 40 hours per week. This position will work out of the Oxnard, CA office with an on-site/remote hybrid option. Salary range: \$20.00 - \$22.36 per hour.

Primary Responsibilities of this position include:

Program Coordination/Administration:

- Compliance:
 - Maintain knowledge of and adhere to all local and state laws as well as Habitat policies regarding home repairs to ensure HFHVC policies and practices stay current and in compliance
 - Maintain HFHVC's entity registration with The System for Award Management (SAM)
 - Maintain electronic and paper files, ensuring completeness and confidentiality and compliance for any funding partners
- Develop and maintain the home repair workload and schedule
 - Maintain a pipeline of home repair applicants
 - Process applications and qualify homeowners as related to location and/or funder specific requirements
 - Handle correspondence with all prospective program recipients including initial inquiries, document retrieval, contracts for support, and closure documents
 - Coordinate with Construction Department to schedule home repairs
 - Secure a pipeline of sub-contractors for repair work
- Budget Coordination
 - Develop program budget with participation from the Construction, Fund Development and Finance Departments
 - Approve program invoices and receipts and submit to the Finance Department for payment
 - Work with the Finance Department to ensure complete and accurate monthly reimbursement documents for funding partners
 - Provide data to the CEO and the Development and Communications Department as needed for grant applications and funding.
- Outreach
 - Work with the Development and Communications Department to build and implement a marketing plan focused on recruiting home repair applicants

- Establish relationships and serve as the contact person with referral partners for applicants (faith/corporate partners, nonprofit organizations, government agencies)
- Perform outreach to the community as needed via tabling events, public speaking engagements, etc. regarding the program
- Complete program reports as required by Habitat for Humanity International, HFHVC, and funding partners or as useful for future funders (race, ethnicity, program needs assessments, client surveys, etc.)
- Assist CEO with new homeowners and family services needs as applicable.
- Other duties as assigned.

Preferred Skills & Qualifications:

- Bilingual in Spanish/English required.
- Bachelor’s degree or equivalent experience of one or more years in case work or program coordination with preference given to those with nonprofit experience.
- Passion for working with individuals of diverse populations and families in need.
- Strong written and verbal communication skills. High level of customer service skills. Must be able to communicate in a professional, compelling, and knowledgeable manner.
- Good computer skills including Microsoft Office.
- Good organizational skills.
- Ability to work constructively and productively with staff, volunteers, homeowners and community partners.
- Possess a positive attitude & enjoy working in a team-oriented environment.
- Reliable transportation to perform occasional site visits around Ventura County.

Physical Demands:

The physical demands 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.

- Regularly spend up to eight hours sitting and using office equipment and computers
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 10-15 pounds

How to Apply:

Send the following to info@habitatventura.org:

- Resume
- Cover Letter outlining relevant experience and skills

Please include “Home Repair Coordinator - your last name” in the subject line. Incomplete applications will not be accepted. Short-listed candidates will be contacted for interviews on a rolling basis. Position open until filled.

Habitat for Humanity of Ventura County is an equal opportunity employer.