**Part-Time Construction Program Coordinator**

**Location:** Hybrid, in-person at Hope Renovations Workshop, Carrboro and remote
**Schedule:** Part-time, Mon-Thu – 16-20 hours per week
**Reports to:** VP - Construction

**Position Summary**

Hope Renovations is seeking a detail-oriented and organized **Construction Program Coordinator** to support administrative and project-related tasks. This role is essential in ensuring smooth communication, high customer service, accurate data management, and efficient project coordination.

The ideal candidate will be friendly and clear in communication with internal and external stakeholders, organized and efficient with administrative duties and deadlines, and easily adaptable to technology platforms and solutions that keep the team and organization on track.

**Key Responsibilities**

* Project coordination from first contact to final contact
* Client communication, intake, and scheduling
* Database management
* Financial recordkeeping and invoicing
* Material, tool and equipment purchasing
* Management of materials and assets (digital and physical)
* Basic construction permitting and inspection scheduling
* Coordination of subcontractors & management of sub compliance
* Research and compilation of project data
* Intra-team communications and calendar coordination

**Qualifications**

* 2+ years working in an administrative capacity, especially in construction, project management, or a related field
* Experience working in and enjoys a fast-paced environment with self-directed work while managing changing priorities and deadlines
* Experience working with diverse populations, especially related to gender diversity and barriers to employment
* Strong verbal and written communication skills with diverse stakeholders
* Strong organizational skills and attention to detail
* Ability to manage multiple tasks and meet deadlines
* Strong computer and technology skills, including familiarity with Microsoft Office products and Google Suite products. Strong preference for candidates who are familiar with QuickBooks and easily adaptable to CRMs (i.e. Airtable and Salesforce), project management software (i.e. Asana and Contractor Foreman)

**Additional Information**

This role is expected to evolve and grow, with additional responsibilities as needed. Candidates must be open to the role eventually becoming full-time.

To apply, please send resume and cover letter to construction@hoperenovations.org.