



Job Title: Program Manager

Reports to: Executive Director

Department: Construction

Status: Full-time (one-year contract with renewal, dependant on performance)

Location: 285 Nash Road North, Unit 1, Hamilton, ON L8H 7P4 and various construction sites

Position Summary

Interested in making an impact in the community? Want to make a difference while earning a paycheque?

Building homes in Hamilton and the surround region, Habitat for Humanity Hamilton is looking for a hands-on management professional to join our team. This individual will play an integral role in directing Habitat Hamilton's Build Program and driving coordination between departments for a wholistic approach to achieving our mission.

The Program Manager works closely with the Construction Manager and is responsible for construction planning and scheduling, coordination of build program donations and tracking, supporting product procurement and organization for build sites. The Program Manager also partners with the Volunteer Manager to coordinate build site human resources for Habitat for Humanity Hamilton.

Organization Summary:

Founded in 1991, Habitat for Humanity Hamilton is an independent, not-for-profit housing program that builds strength, stability and self-reliance through shelter. Habitat Hamilton's mission is to mobilize volunteers and community partners to break the cycle of poverty throughout Hamilton and the surrounding region.

We implement an on-going development model called the Home Build Program. Within this program, we build homes and provide interest-free and geared-to-income mortgages to hard-working and deserving families who otherwise could not afford homeownership.

Beyond our mission to build homes and help families, we also provide experiential learning opportunities to secondary students within the Home Build Program through our Youth Build Program. Habitat Hamilton has been providing experiential learning opportunities to students for over 8 years, doubling our build-sites as real-world classrooms. Beyond the work-related skills attained on site, students also develop a strengthened sense of community engagement.

For more information, please visit www.habitathamilton.ca.

Job Purpose:

Reporting to the Executive Director, and working in collaboration with the Construction Manager, Director of Marketing and Development, and Manager of Families and Volunteers, this role builds



structure and a forward-looking approach to the build program that will enable accelerated growth to empower Habitat Hamilton to serve more future homeowners.

Duties & Responsibilities:

- Deliver all aspects of program management in accordance with the mission and values of Habitat for Humanity Hamilton
- Plan, analyze and produce end to end construction schedules for all build projects; revise, update and report on progress of those schedules regularly
- Work with homeowners to document warranty requirements, develop schedules, and sign offs
- Support the delivery of home maintenance workshops and coaching for Homeowners
- Ensure that tools, materials, and related supplies are made available as required for the construction of homes
- Support budgeting and financial forecasting for the build program
- Support the scheduling of general volunteers, crew leaders and professional tradespeople, in partnership with the Managers of Construction and Volunteers
- Perform customer relationship management, manage data entry, reporting and tax receipting via Salesforce
- Support reviews of programs and implement recommendations
- Work with the marketing team to develop and evaluate marketing plan activities including advertising, relationships with professional associations and employers, prospect development, retention plans, and cross selling with other programs
- Liaise with community resources and encourage community involvement in programming
- Build a network of relationships and collaborate with internal and external groups to raise the profile of Habitat for Humanity Hamilton
- Act as the primary contact for a portfolio of prospects and donors capable of contributing gift-in-kind and pro-bono donations
- Monitor staff safety practices in compliance with health and safety standards, and prepare, submit and act on incident reports; provide intervention as required, ensuring the safety of everyone
- Monitor compliance with health and safety legislation, provide advice, make recommendations and improvements, and assist with the development of policies/guidelines/handbooks, as it relates to health and safety
- Work in compliance with the Ontario Health & Safety Acts and Regulations

Qualifications:

- Self-motivated, outgoing individual with a positive outlook and a passion for generating a social impact in the Hamilton community
- Education or experience in project management required
- Experience in construction an asset



- Demonstrated organizational, verbal and written communication, time management, and problem-solving skills
- Strong business acumen with a proven ability to build effective working relationships
- Ability to manage workload and meet deadlines with minimal supervision
- Solid computer skills including MS Office, and working with databases; experience with Salesforce or other CRM tools an asset
- Ability to be flexible, versatile, and/or tolerant in a changing work environment, while maintaining effectiveness and efficiency
- Access to a reliable vehicle and a valid G class license
- Provision of drivers abstract upon request
- Willingness to work flexible hours, as necessary
- Clean police check

How to apply:

Please submit a cover letter and resume to sean@habitathamilton.ca by Sunday, August 5, 2018. Please mention where you found this job posting in your cover letter.