



We build strength, stability, self-reliance *and* shelter.

## Job Description Project Assistant

### Habitat for Humanity of Orange County, NC

Applications will be accepted until September 16<sup>th</sup>, 2022 or until position is filled

#### Organization

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. It is seeking a Project Assistant with a passion for its work and an entrepreneurial spirit.

Solid like the houses it builds, Habitat works with integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live.” Since 1984, Habitat has built 331 new homes throughout Chapel Hill, Carrboro, Hillsborough, and the broader county. Orange Habitat is an affiliate of Habitat for Humanity International (HFHI), an ecumenical Christian organization that excels at attracting people of any or no faith to work together to build homes, community, and hope. The affiliate has sponsored another 256 homes overseas in partnership with HFHI’s global work and pre-COVID led trips of local volunteers, staff, and board to build homes in places like Guatemala, Honduras, and Myanmar. The organization was granted the 2020 Community Impact Award by the Chapel Hill Carrboro Chamber of Commerce, awarded the Corporate Philanthropy award in 2021 by the Triangle Business Journal, in 2019 was announced as the Non-Profit of the Year by the Hillsborough Chamber, and was a 2020 recipient of GSK’s IMPACT award.

The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular. Habitat has expanded beyond the model to serve more families with its Home Preservation program, which has helped keep 228 families in their homes through affordable repair services. Collaborations and partnerships are at the heart of how Habitat operates and are the basis of its success.

Working with other affordable housing organizations in the community, Habitat has built 18 new homes and repaired dozens more in the historically African-American Northside neighborhood in downtown Chapel Hill-Carrboro. Four new homes in Northside will be starting construction this fall, a major opportunity for volunteers and the annual fund. Those moving into Habitat homes reflect the changing demographics of the community including Hispanic, African, and Karen/Burmese families. Orange Habitat partners with Habitat for Humanity of Wake County to operate a ReStore in Durham County and the first Orange County ReStore in Hillsborough. By working closely with local and statewide affordable housing organizations, and often playing a leadership role, Habitat successfully advocated for the \$5 million Orange County affordable housing bond in 2016 and the \$10 million Town of Chapel Hill affordable housing bond in 2019. The CEO of Habitat recently served a two-year term as the co-chair of the Orange County Affordable Housing Coalition and led The Chamber’s Big Bold Ideas initiative.

Orange Habitat is intentional about integrating diversity, equity, and inclusion into every facet of our organization. To us, these are more than just buzzwords or checklists. For the past two years, the organization has been on a journey with consultants at [BIWA | Emergent Equity](#). These efforts have allowed Habitat to recruit more diverse staff and board members, but the impact has been deeper than changing a statistic. To move from short-term interventions to long-term change, we have had hard conversations about the culture, values, and norms of Orange Habitat. Organizations cannot achieve equity with policies, procedures, and practices that are not developed through an equity lens. Our staff and board have participated in a number of workshops and simulations to examine the history of race and help us think critically about how that relates to



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our work, programs, and the people we serve. In March, Habitat held a community breakfast featuring an expert panel on racial equity in housing and the unveiling of the organization's award-winning [Promoting Black Homeownership Report](#). Orange Habitat is also a member of Habitat International's task force on [Advancing Black Homeownership](#).

Today, Habitat employs 26 people and is overseen by a 17-member Board of Directors. Its Advisory Board serves as ambassadors for the organization but do not have a governing role. Last year, more than 2,000 volunteers played an active role in Habitat's success, including many who volunteer on a weekly basis. The organization has a FY22-23 operating budget of \$6,466,250 with contributions from individuals, corporations, foundations and the faith-based community projected at \$1,650,000 (26%); earned income from home sales and proceeds from the ReStore projected at \$4,449,000 (69%), and other sources including government funding projected at \$317,300 (5%).

### **Candidate Description**

Reporting to and under the direct supervision of the Project Manager (PM), the Project Assistant is a member of HHOC's Construction team. This position is responsible for all purchasing and inventory of materials for the New Construction Department building 20 houses a year.

This is a part-time, non-exempt position (averaging 30 hours per week), with a normal weekly work schedule of preferably Monday – Thursday, though there is flexibility in hours.

The responsibilities of Project Assistant include, but are not limited to:

### **Specific Responsibilities**

#### *Purchasing materials for New Home Construction:*

- Create Take-Offs for new house plans and revise old Take-Offs as needed
- Purchase all materials for New Construction
- Manage purchasing of bulk items
- Reduce spending in purchasing by buying in bulk, finding donations, or searching for better prices from other vendors. Keep inventory of the materials we have in storage
- Managing and organizing our warehouse/storage units
- Manage Gift in Kind with HHFI
- Large Equipment Purchasing and record-keeping
- Purchasing construction vehicles and maintaining safety records
- Purchasing over \$150 tools and keeping serial numbers and inventory
- Purchasing large safety equipment and maintaining inventory
- Work with Project Supervisor to keep stock of tools and safety equipment in good shape

#### *Invoicing:*

- Approve and review payment of invoices for new construction
- Make phone calls when we are overcharged or charged for services that have not been provided



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*Work with Duke Power:*

- Opening and maintaining accounts with Duke Power for each new home
- Schedule underground work with Duke Power
- Complete any paperwork related to Duke Power

*Additional Responsibilities*

- Closely monitor construction costs and work to reduce costs as much as possible
- Be knowledgeable about Habitat's mission and convey it effectively to volunteers
- Assist Project Manager with their duties when needed

*Qualifications*

- Must be proficient in computer use and Microsoft Office
- Willing to call many vendors
- Good organizational skills

*Expectations*

- Maintain a consistently passionate representation of the mission and purpose of Habitat for Humanity.
- Motivated by achievement of goals, quick learner, self-directed, self-starter—capable of working both independently and interdependently with a team.
- Handle multiple tasks with high attention to detail and accuracy.
- Remain flexible and adjust priorities as needed.
- Use discretion when dealing with sensitive or confidential matters.
- Comfortable with some travel, mainly within our service area.
- Comfortable with working with a variety of individuals, and with maintaining a good relationship with all stakeholders
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**Hourly Rate:** \$21-24 per hour

**In one document, please send a cover letter and resume to [careers@orangehabitat.org](mailto:careers@orangehabitat.org)**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW.

THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.