



FCS | Focused Community Strategies is a place-based, community development organization that partners with under-resourced neighborhoods to provide innovative and holistic development that produces flourishing communities where God's Shalom is present.

Housing Project Coordinator Job Description

Job Description: The Housing Project Coordinator will oversee the construction and/or rehab of multiple homes to fulfill FCS's mission of creating high-quality affordable housing in its targeted neighborhoods. The Housing Project Coordinator will lead residential rehab and construction projects and subcontractors while meeting deadlines and FCS's standard of housing. The Housing Project Coordinator will represent FCS in all phases of the construction project.

Reports to: Construction Manager

Responsibilities:

- **Lead Construction Projects**
 - Phase 1
 - Conduct initial property inspection and walkthrough of project site with Construction Manager
 - Secure and board up property, remove any code violations
 - Oversee demo (if necessary) and site cleanup at each property
 - Review and understand budgets and material pricing
 - Review drawings and construction plans
 - Support Construction Manager in survey and permitting process
 - Phase 2
 - Provide daily oversight of subcontractors/vendors for multiple sites
 - Collect Lien Waivers and Liability and WC insurance certificates for all subs
 - Maintain and oversee scheduling of subcontractors and receiving bids/proposal
 - Verify completion of work prior to paying vendors and subcontractors
 - Meet with city inspectors on job site
 - Track all expenditures to current budget for each site
 - Pick up and deliver materials as needed
 - Utilize best judgment for materials/fixtures and cosmetic upgrades to produce a cost efficient and quality home
 - Keep job sites clean and organized and materials secured
 - Take site photos of construction projects from start to finish and upload to drive
 - Phase 3
 - Assist Construction Manager with final walkthroughs when scope of work is completed
 - Arrange final cleaning and complete the final ATAC punch list
 - Collect all warranty paperwork for completion of work to distribute in a packet or upload on drive and place in the construction folder
- **Planning and Coordination**
 - Work as an active member of the FCS Housing Team to research properties for acquisition, manage properties in pipeline and have working understanding of future projects
 - Conduct weekly analyses of renovation costs and tracking expenses
 - Communicate all change orders to the Construction Manager

- Assist Housing Team on other projects as they arrive
- Participate in weekly Housing Team meetings
- Participate in FCS staff meetings and be an active participant of the team.
- Must be flexible as required as working hours may vary between 7am - 7pm.

Skills Required:

- Must be able to work without direct supervision and lead a jobsite.
- Must have a good understanding of residential building, common building codes and correct building methods.
- Must have working knowledge of electrical, plumbing, HVAC systems, framing, carpentry, roofing, painting etc.
- Must be able plan, organize and effectively communicate changes.
- Must have critical thinking and problem solving skills and make quick decisions.
- Ability to develop and execute strategic planning, risk assessments and people management.
- Ability to negotiate contract bids and proposals.
- Ability to read, write and interpret budgets, policies, contracts, surveys, and plans/drawings etc.
- Ability to adapt and adjust to untimely changes. Willing to learn new things.
- Ability to perform light duty repairs and maintenance tasks on jobsites.
- Must be able to lift objects and materials up to 50 pounds.
- Must have your own vehicle, licensed and insured. (preferably truck or van)
- Ability to navigate project management software and possess proficiency with technology (use of text, email, laptop, Google Suite, Monday.com, Chief Architect etc.)

Experience:

- General Contractor's License and/or 3 – 5 years construction experience.
- General proficiency in all areas of residential construction.

This is full-time position, 40 hours per week
Salary Range: \$60,000 - \$68,000/ annually, Competitive benefits package

If interested, please email a cover letter and resume to Alexei Stokes at alexei@fcsministries.org. No calls please.