

Construction Project Coordinator

Help Address Vermont's Housing Crisis!

Downstreet Housing and Community Development is a private, mission-driven, not-for-profit organization dedicated to delivering social justice through the power of housing. We pride ourselves on connecting people to the resources they need to thrive and creating equitable opportunities for everyone in Central Vermont to access safe, healthy homes. Through our work, we strengthen the health and future of our local communities.

We are looking for a Construction Project Coordinator to join our team!

Downstreet is seeking an enthusiastic and detail-oriented Construction Project Coordinator to coordinate and implement homeownership and landlord repair loan programs. This person will help low- and middle-income homeowners rehab their homes for health and safety issues and help landlords secure funds to rehab rental units that will increase the number of affordable rentals available in Central Vermont. This person will help manage the process of all rental and homeowner construction projects in Central Vermont.

Key Responsibilities

- Help homeowners, and qualifying landlords throughout the loan and construction process to include gathering estimate from contractors, building a scope of work for each project and verifying completion of work throughout the construction phase
- Gather invoices of completed work and create check requests for payment
- Keep construction projects on task for on time completion of all rehabs
- Coordinate with multiple parties, including homeowners, landlords, general contractors, lenders, inspectors, funders and others to achieve program objectives
- Ensure compliance with all relevant legal, regulatory, and organizational requirements
- Develop and maintain relationships with funding agencies, municipal officials, contractors and industry representatives

Experience and Education

- Three years' experience in relevant field
- Proficient in Microsoft Office Suite and ability to learn relevant software
- Highly organized with a strong ability to manage priorities and deadlines and ability to manage confidential information
- Understanding of or ability to learn code and compliance requirements for rental and homeownership housing in the State of Vermont
- Strong written and verbal communication skills, active listening skills, and problem-solving abilities
- Commitment to equity and inclusion and social and economic justice
- Valid Vermont Driver's License and personal vehicle

Physical Requirements

- Prolonged periods sitting at a desk and working at a computer
- Must be able to lift 25 pounds at a time

Downstreet is strongest when we have a team that represents a variety of backgrounds, perspectives, and skills. We know that the more inclusive we are, the better our work will be. We are an equal employment opportunity employer, and all qualified applicants, regardless of race, color, ancestry, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, disability, or Veteran status are encouraged to apply.

Job Type: Full-time, 37.5 hr/week
Salary: \$45,000 per year
Benefits: Competitive benefits package including 403B match, health and dental insurance, paid holidays, paid time off, life insurance, short-term disability

Hybrid remote/office work schedule available

To apply, please send resume and a cover letter to Cheryl Moyer at cmoyer@downstreet.org