



Job Posting - Operation Backyard Project Coordinator

JOB TITLE: Operation Backyard Project Coordinator

REPORTS TO: Assistant Director of Housing

POSITION DESCRIPTION: The Operation Backyard Project Coordinator needs strong planning and people skills, will be responsible for assessing local homeowners' minor home repair needs, working with volunteer groups, assisting with construction and training, and maintaining administrative paperwork for the Operation Backyard program.

RESPONSIBILITIES:

- Conduct initial intake and assessment of minor home repair requests and obtain project approval or denial in coordination with other Housing Team members.
- Track applications and maintain records through the development of administrative systems.
- Build relationships with social service providers and serve as a point of contact for those needing minor home repairs.
- Assist in project preparations by delivering materials, equipment, and tools to selected jobsites, completing preliminary repairs and providing jobsite oversight.
- Assist in project close out by clearing jobsites of materials, tools, and equipment, returning materials, and cleaning and storing tools/equipment.
- Conduct follow up interviews with minor home repair program recipients to document services provided.
- Performs other administrative duties as assigned.

ADDITIONAL OPPORTUNITIES:

- The Project Coordinator will have the opportunity to learn entry level knowledge of the construction industry and jobsite management while mentoring at risk populations of the Knoxville MSA.
- The Project Coordinator will also have the opportunity to be part of an organization that is effectively changing Knoxville's social environment through the provision of mentoring, training, and service work opportunities that transform lives and reconcile relationships.

QUALIFICATIONS:

- At least 18 years old
- Servant Attitude
- Able to lift 50 pounds
- Desire for urban ministry
- Administrative, organized and self-starter
- A valid driver's license, insurance & transportation
- Strong relational and communication skills (written and oral)
- Computer experience with Microsoft Office applications & Internet
- Compassion for Senior Citizens and at risk populations in need
- Bachelor's Degree or equivalent work experience

Submit resume and cover letter to Jay Zartman at jzartman@klf.org.

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