



**JOB TITLE: Drafting and Permit Assistant**

**REPORTS TO: Director of Housing Development & Design**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to assist with Plan production and Permitting of our projects

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

**SUMMARY OF ESSENTIAL FUNCTIONS**

- Submit plans and secure building permits from local municipalities
- Prepare Permit Applications
- Prepare Construction plans and make plan corrections
- Utility/Caltrans Coordination

**SUMMARY OF JOB QUALIFICATIONS**

- 1-year drafting, experience with permitting preferred.
- Construction, Engineering, or Architectural Background, High School Graduate or GED in process strongly preferred
- Valid Calif. Drivers License and appropriate insurance and Reliable Transportation

This is part-time position and is therefore not benefits eligible.

Work schedule is Tuesday - Thursday, 8 hours/day with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

**TO APPLY (NO CALLS OR WALK-INS PLEASE):**

If you'd like to join our team, please send a **cover letter, resume and salary requirements** to:

**EMAIL:** [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check.

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*