JOB TITLE: Home Preservation Manager   REPORTS TO: Director of Home Preservation

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to identify and case manage HPP (Home Preservation Program) partners and projects from initial inquiry to project completion. This staff member will also maintain a regular presence in Habitat LA communities to deliver program information and recruit homeowners to apply.

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
Program Management
- Implement program services that meet the need of eligible households
- Process applications determining eligibility
- Maintain a 2:1 pipeline of program applicants
- Oversee file management system

Program Outreach
- Implement outreach and marketing strategies
- Develop marketing and advertising
- Conduct information sessions, staff outreach tables/events, canvassing, etc.
- Collaborate with other service providers

Case Management
- Engage homeowners before, during and after the delivery of home repair services providing effective case management
- Work with construction staff to successfully deliver assistance to eligible households

Administrative
- Manage reporting for all repair programs
- Attend/Participate in affiliate, department and team meetings
- Maintain accurate project records

SUMMARY OF JOB QUALIFICATIONS
- Associate degree in social service field; BA/BS degree preferred in social work, human services, public policy, nonprofit management or related field. Experience may substitute for education requirements
- One to three years of experience in program development; affordable housing and/or home preservation service programs
- Knowledge of low income housing programs, state, county and federal program requirements (HUD) a plus
- Ability to review and evaluate homeowner income/asset information, financing contracts/notes, deeds, and regulatory agreements

- Ability to manage highly sensitive information and maintain confidentiality;
- Ability to effectively collaborate
- Excellent written and interpersonal communication skills
- Competent technology skills, including proficiency with using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to work effectively with people of diverse personalities, cultures and communication styles
- High ethical standards and values
- Ability to travel to field locations
- Ability to work early or late hours and weekends as required
- Valid driver's license, reliable vehicle, clean driving record and valid required auto insurance
- Bi-Lingual (English and Spanish) not required but preferred
- U.S. Military Veterans encouraged to apply

This is full-time position. Work schedule is Monday through Friday, 9:00am-6:00pm 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.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental , and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. ***Compensation: DOE***

TO APPLY (NO CALLS OR WALK-INS PLEASE):
If you'd like to join our team, please send a <u>cover letter, resume and salary requirements</u> to:
EMAIL: HR@habitatla.org   (Preferred)
MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR

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.