



POSITION DESCRIPTION

Title: Material Coordinator	Employment Status: Full-Time
Department: Construction & Repairs	FLSA Status: Non-Exempt
Reports to: Director of Construction Services & Repair Program Manager	

MISSION:

Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.

GENERAL DESCRIPTION:

The Material Handler is a shared position between the New Construction and Repair Programs responsible for running errands, picking up and delivering materials and supplies; organizing materials, supplies, and tools; keeping track of inventory; being a PPHFH ambassador when in contact with volunteers, suppliers, and contractors; and assisting in work to be completed for either program.

CORE RESPONSIBILITIES:

- Maintains a positive relationship with staff, suppliers, volunteers, and subcontractors.
- Tracks inventory by identifying, labeling, and keeping materials and supplies in stock, recording location of inventory, and reporting shortages.
- Contributes to the orderly operation of stock, various tools and/or supplies/materials in the storage area.
- Accountable for safely transporting materials, tools, and supplies from one point to another as directed.
- Identifying and reporting inventory concerns and issues to supervisors.
- Responsible for completing construction and repair related tasks as directed by supervisors.

KNOWLEDGE & SKILLS:

- Maintain an organizational structure and system with regards to task completion and materials.
- Follow directions to successfully complete tasks.
- Self-starter and ability to work independently.
- Successful leadership experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking, and relationship-building skills.
- Able to identify, evaluate, and problem solve issues that arise over the course of a typical workday, including, but not limited to, conflict resolution.
- Make decisions and solve problems independently and effectively and take ownership of mistakes in a timely and professional manner. Ability to think and act decisively.
- Exceptional communication skills.
- Excellent interpersonal skills with diverse types of people.
- A positive, optimistic outlook that fosters an upbeat work environment.
- Ability to manage multiple projects simultaneously.

EDUCATION, EXPERIENCE:

- HS diploma or equivalent required, with significant residential construction supervisory experience.
- One (1) or more years of direct on-site experience with increasing responsibility in an applicable setting.
- Knowledge of applicable residential building codes.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to work effectively in construction site environments.
- Ability to drive and load vehicles in a safe and legal manner on public roads and at private businesses.
- The ability to travel to and from meetings or appointments in locations and times when public transportation is unavailable.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

WORK ENVIRONMENT AND CONDITIONS:

- This is a full-time position Tues. - Sat. 8am-4:30pm.
- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles as required and be insured.
- Able to drive in the metro area to reach construction sites.

EQUAL EMPLOYMENT OPPORTUNITY:

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to be \$17-\$20 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
 - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays. Short term disability is available through the Colorado FAML I program.

APPLICATION TIMELINE & INSTRUCTIONS:

- Position will remain open until filled.
- Apply on our website at pikespeakhabitat.org/employment
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description.
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**

ABOUT PIKES PEAK HABITAT FOR HUMANITY:

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.