



# Habitat for Humanity<sup>®</sup>

## of Lincoln County

**Title:** Home Repair & Energy Efficiency Coordinator  
**Reports To:** Construction Manager  
**Status:** Full-time, non-exempt, grant funded through December 2027  
**Compensation:** Starting salary: \$25 per hour  
Benefits include subsidized health insurance, life insurance, and generous paid time off  
**To Apply:** Email resume and cover letter to [assistant@habitatlincoln.org](mailto:assistant@habitatlincoln.org)

### SUMMARY

Habitat for Humanity of Lincoln County (HFHLC) is an affiliate of an international non-profit organization dedicated to eliminating substandard housing locally through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; by supporting disaster recovery efforts; and by providing training and access to resources to help families improve their shelter conditions.

### POSITION DESCRIPTION

The Home Repair & Energy Efficiency Coordinator is responsible for supporting the success of the home repair program as well as energy efficiency outreach and coordination of resources. The Home Repair & Energy Efficiency Coordinator operates under the supervision of the Construction Manager and within the policies, guidelines and budget established by the Board of Directors.

Additional areas of responsibility include compliance with all Habitat for Humanity International requirements for assigned programs; compliance with state and local regulations; and grant writing and administration.

This is a grant-funded position with approximately two years of funding.

### KEY RESPONSIBILITIES

#### Home Repair & Energy Efficiency Programs

- Oversees administration, delivery, and quality of service for the home repair and energy efficiency programs.
  - Provides community outreach
  - Ensures timely and appropriate response to inquiries from the community.
  - Coordinates repair and energy efficiency work with clients and contractors
  - Facilitates access to energy efficiency incentives
  - Allocates available funding within program guidelines
  - Monitors program budgets and ensures accurate reporting
- Supports program funding through grants and contracts:
  - Prepares grant applications
  - Collaborates with funders
  - Prepares progress reports and ensures grant reporting deadlines are met

## **Compliance**

- Ensures compliance with local, state, and national regulations governing nonprofits, operations, and safety.
- Ensures compliance with Habitat for Humanity International requirements for assigned programs.
- Ensures compliance with funder requirements for all home repair and energy efficiency grants and contracts.

## **QUALIFICATIONS**

### **Requirements**

- Two or more years of program or project management.
- Ability to establish and maintain excellent working relationships with clients, supervisor, staff, volunteers, and community partners.
- Cultural responsiveness and empathy, including listening to and communicating with diverse groups.
- Analytical skills and ability to think strategically.
- Ability to monitor and report on budgets.
- Commitment to the Habitat mission, values and ethics.
- Successful completion of criminal history background investigation.

### **Preferred Qualifications**

- Bachelor's degree or commensurate experience in program administration or related area.
- Bicultural / bilingual Spanish speaking preferred.
- Familiarity with non-profit environment.
- Experience with home repairs and/or energy efficiency programs.

### **ADDITIONAL SKILLS**

- Self-motivated, reliable, enthusiastic; demonstrate grace and humor under pressure.
- Enjoy working with people from diverse backgrounds.
- Possess and display strong skills in teamwork, problem solving, and positive communication.
- Excellent organization skills demonstrated by ability to simultaneously manage multiple projects to completion while achieving accuracy and meeting the stated goals.
- Strong writing and oral communication skills.
- High degree of integrity and honesty.
- Must have good anticipatory abilities and proactive approach to problem solving.
- Proficient with Microsoft Office suite of products, including Outlook, Word, and Excel.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates primarily in a professional office environment with some exposure to home repair construction sites, and other indoor and outdoor locations throughout Lincoln County. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Must occasionally access attics and crawl spaces in private residences. This position will require occasional travel, both within and outside Lincoln County.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle items or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

### **EQUAL EMPLOYMENT OPPORTUNITY**

*Habitat for Humanity of Lincoln County is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.*

**NOTE:** *This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*