



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Construction Procurement Volunteer:

Habitat for Humanity of Wake County has an urgent need for a Construction Procurement volunteer to support our Construction department. This is a volunteer position that requires a commitment of approximately 20+ hours a week.

Ideal candidate would have background in procurement and must enjoy working in a learning environment. Please submit cover letter and resume to our Community & Volunteer Engagement Manager Christin Murphy (christin.murphy@habitatwake.org)

Our ideal candidate:

- Is invested in the organization's mission, goals and accomplishments
- Already has strong subcontractor and vendor relationships in the area
- Has current knowledge of construction techniques and construction management best practices
- Is familiar with Microsoft Office (Word, Excel) and Google Suite (Docs, Sheets)
- Works well on deadline and pays close attention to details.
- Is calm and flexible when dealing with unforeseen situations.

Your tasks might include:

- Pursuing strategic relationships with suppliers and general public to receive a continuous influx of material, labor and service donations (ex: siding, subcontractor labor, free dumpster services as gifts-in-kind).
- Finding and validating quality, dependable subcontractors and meeting subcontractors on site to obtain detailed written quotes.
- Ordering and stocking GIK to maximize savings for affiliate.
- Working with Construction team to coordinate delivery and storage of GIK materials.
- Developing detailed project cost estimates to be used for grant writing, accounting controls and budgeting.

Dress Code: Business Casual

Reports To: Director of Construction