



# Habitat for Humanity<sup>®</sup>

of Wake County

*Serving Wake and Johnston Counties*

## Homeowner & Construction Support Volunteer:

Habitat for Humanity of Wake County needs a volunteer to support to our Homeowner and Construction departments. This is a volunteer position that requires a commitment of approximately 20+ hours a week.

Ideal candidate would have background in construction 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](mailto:christin.murphy@habitatwake.org))

### Our ideal candidate:

- Has a passion for empowering and revitalizing local communities.
- Has 1-2 years construction experience
- Has strong communication skills and a friendly, professional demeanor when working with a wide variety of people
- Is familiar with Microsoft Office (Word, Excel) and Google Suite (Docs, Sheets)
- Has worked in databases before
- Is a self-starter who is able to work efficiently and manage time well
- Has a current driver's license and reliable vehicle
- Enjoys working with others and is able to maintain excellent working relationships with Habitat Wake staff, partner families and neighborhood residents

### Your tasks might include:

- Assisting in managing the permit process and ensuring permits are received in a timely manner.
- Assisting in coordinating lot and material selection for all partner families.
- Explaining neighborhood overview and lot selection to partner families.
- Driving to lots to view property and ensure lot signs are posted.
- Proactively communicating the construction timeline to families, including explaining delays.
- Assisting in managing the post-closing warranty process to ensure timely and complete resolution of all repairs.
- Attend weekly Operations meetings at the Habitat Wake offices.

**Dress Code:** Business Casual

**Reports To:** Homeownership and Construction Liaison