



Home Rehabilitation Construction Specialist

POSITION SUMMARY

Just A Start is seeking an experienced, detail oriented and collaborative Home Rehabilitation Construction Specialist to join our Homeownership Programs team. The Construction Specialist is integral to our mission of helping first-time homebuyers purchase affordable homes, and issue home improvement loans to existing low and moderate-income owners. Just A Start's Homeownership Programs provide direct assistance to income-qualified homebuyers and homeowners in Cambridge. The Home Rehabilitation Construction Specialist would report to the Homeownership Programs Director and work closely with Just A Start's Housing program.

KEY RESPONSIBILITIES AND DUTIES

- Prepare scopes of work and estimated pricing:
 - **Home Improvement Program (HIP):** At the direction of the Homeownership Programs Director, visit client homes and prepare scopes of work and estimated pricing for home improvement projects in accordance with sanitary code requirements and other program guidelines. Coordinate with city of Cambridge construction staff on projects projected to exceed \$50,000.
 - **Condo Resale Program:** Visit newly acquired condo resale units with city of Cambridge construction staff to scope needed repair/renovation work.
- Manage and coordinate contractor walkthroughs, site visits and contractor kickoff meetings for rehab project in the HIP and condo resale portfolios. Occasional coordination with the Just A Start YouthBuild program on rehab projects.
- Attend meetings weekly with Homeownership Programs staff to review progress and flag issues, and Housing Department staff meetings as scheduled.
- Oversee contractor work and coordinate project billing:
 - Visit active job sites in the home improvement and condo resale portfolios weekly (or more frequently as needed) to monitor job progress. When a contractor submits an invoice, verify work is complete and consistent with the invoice description.
 - Provide bi-weekly written project summaries to homeownership program staff.
 - Get contractor and homeowner approvals for project required paperwork and billing for HIP projects. Prepare check requests to be submitted with invoices to the Homeownership Programs director for resale projects.
- Assist with grant request submissions to the Cambridge Historical Commission and the Department of Public Works for homeowner funding.

- Collaborate with Homeownership Programs maintenance staff to ensure regular maintenance for all condo resale units are performed.
- Collaborate with the City of Cambridge Construction manager on pending and active rehabilitation projects.
- As requested by the Homeownership Programs Director, attend home inspections, appraisals, and Fire Department alarm inspections for condo resale units.
- On occasion, respond to emergency or urgent conditions at resale units, such as lack of heat or power, leaks or flooding to secure the unit, and try to prevent damage to the property.
- Assist in the development of Educational and Informational presentations and learning opportunities for First Time Homebuyers and Low-Income homeowners in the City of Cambridge.
- Collaborate with the Real Estate program, on occasion, to address questions and concerns regarding multifamily development in Cambridge.

QUALIFICATIONS

- Demonstrated experience working with state and municipal building codes including the state sanitary code, lead regulations and other ordinances applicable to building and construction trades.
- Background in estimating labor, material costs, and construction methods for rehab projects.
- Excellent verbal and written communicator with the ability to collaborate effectively with team members, clients, contractors, municipal officials, and other various stakeholders.
- Some proficiency with MS Word, Excel, Adobe Acrobat & Google Documents. Experience with Housing Developer Pro software preferred.
- Great interpersonal skills. The ability to work effectively with diverse populations, be client-focused and patient, collaborative and flexible are all a must for this role.
- Experience with government funded programs and CDBG preferred.
- Ability to be detail-oriented while mission-driven.
- Driver's license and vehicle
- CORI/SORI required.

SALARY AND BENEFITS

This is a 37.5-hour per week hybrid remote/in-the-office position with an early release at 2pm every Friday. Annual salary range of \$68,000 - \$72,000. In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

WORK REQUIREMENTS

This position requires frequent visits to various construction sites and will require the ability to climb stairs.

All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

ABOUT JUST A START

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For more than 50 years, we have focused on meeting the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential. Our programs include affordable housing, education and job training, and comprehensive support services, spanning Cambridge and beyond. We have developed and currently maintain 600 affordable apartments. To keep community members housed, we also offer financial and technical assistance to prevent evictions and support low- and moderate-income homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

A cover letter and resume are required for consideration.

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