

In 2012 – 2013, Atlanta Habitat for Humanity will be participating in the AmeriCorps program for the ninth year. AmeriCorps is a national service program that engages members of all ages in direct service and capacity-building to address unmet community needs.

Beginning in May 2012, Atlanta Habitat will have a Construction Systems position opportunity. The position is full-time for approximately 40 hrs per week for 12 months. A modest living allowance and benefits will be provided, with some housing available (on first come, first served basis). At the completion of service, an education award is available. Please see www.AmeriCorps.gov for more information.

All positions are contingent upon receipt of grant funding. To apply, please send resume and a cover letter specifying the position applied for to:
peggy.duszynski@atlantahabitat.org.

Deadline to apply: Tuesday, February 28, 2012.

Position begins May 21, 2012

Position Description:

AmeriCorps*VISTA members serving in the construction systems role may be required to assist the affiliate in serving 50 families, help build the capacity of the construction team, and help develop, document, and implement processes for tracking construction costs. All candidates must apply to AmeriCorps at this link: www.americorps.gov

Responsibilities of this position include:

- Continue development and usage of construction management systems, including those for inventory management, construction budgets, and schedules. Specifically, systems will track actual costs from contractor invoices vs. estimated costs, actual expense item usage vs. estimated, and actual costs for city services vs. estimated and will include scheduling each of contractors and city services to verify ordering and completion.
- Continue development and usage of tracking systems to identify the building processes related to specific Atlanta Habitat builds.

- Continue development and usage of sustainable systems that outline the legal and financial steps necessary for house closings and transfers of ownership.
- Train Atlanta Habitat staff in usage of construction management systems.
- Provide regular updates of the construction management systems to the Director of Construction.

Requirements to serve:

- Age 18 or older
- A U.S. citizen, national, or lawful permanent resident
- Bachelor's degree required
- Previous experience with or knowledge of construction processes
- Clear communication skills
- Detail oriented and highly organized
- Excellent knowledge of Access, Excel, Word, Outlook, Internet required
- Valid driver's license with good driving record
- Ability to sit at a desk and computer for extended periods of time while obtaining input from warehouse and other construction areas of activity