



## United Community Housing Coalition Home Repair Project Manager

### About the United Community Housing Coalition

- United Community Housing Coalition (UCHC) is a 501(c)3 nonprofit organization, which provides comprehensive housing assistance to Detroit's low-income residents.
- Since 1973, the organization has worked with tenants, homesteaders, homeowners, and the homeless to improve their housing conditions.
- Today, the organization is primarily focused on the following areas of work: landlord tenant legal counseling, housing placement, tenant organizing, and tax and mortgage foreclosure prevention.
- Services are provided to income-eligible families and individuals free of charge.
- This position would work extensively, but not exclusively, with low income homeowners who have purchased their homes after tax foreclosure.

### Home Repair Project Manager- Full Time Preferred, Salary Position

#### General Tasks Requirements

- Conduct inspections to help determine viability of property and priorities of home repair
- Vet contractors and build team of qualified dependable contractors for repair work
- Oversee the successful completion of home repair projects
- Liaise and report back to point person at UCHC
- Maintaining proper documentation of progress
- Working with UCHC finance with grant deployment
- Communicating with clients about program requirements
- Organizing site visits and job schedules with clients and contractors
- Conduct workshops and classes regarding home repair, weatherization and other issues as needed.

#### Qualifications

- Experience in home repair and home improvement at a holistic level
- Background in construction and contract work; licensed contractor preferred
- Administrative and project management skills
- Reliable transportation
- Proficient in computer literacy

#### Terms

- Salary position, full-time preferred
- Start date: immediately

### How to Apply

- Applicants must send employment application, resume, and cover letter outlining how they meet the specific requirements of the position to [mstrickland@uchcdetroit.org](mailto:mstrickland@uchcdetroit.org) by **May 15<sup>th</sup>**.
- While we appreciate all applications, only those candidates selected for interviews will be contacted.
- Contact Meghan Strickland for questions (313) 963-3310 ext.339

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Learn more about UCHC at [UCHCdetroit.org](http://UCHCdetroit.org).*