

Program Coordinator

Fairfield, AL 35064

\$21 - \$24 an hour

Full-time

Work Location: In person

Company Overview

Habitat for Humanity of Greater Birmingham exists to close the gap between the *cost* of inadequate housing and the *impact* of affordable homeownership. Together—with donors, volunteers, and community partners—we're building not just homes, but a stronger, more hopeful Birmingham.

Job Overview

We are seeking an energetic and detail-oriented Program Coordinator to coordinate Habitat Birmingham's intake processes for homeownership and repairs – processing all applications, ensuring program requirements are met, managing program onboarding and assisting with various programmatic components.

Responsibilities

- Processes applications, collects paperwork, communicates with applicants, and determines eligibility for homeownership and repair programs based on factors including household income, debt-to-income ratio, credit, etc.
- Assists with rental onboarding and processing as needed.
- Attends and assists with homeowner education workshops
- Serves as a liaison between Habitat Birmingham and families during the application and onboarding processes
- Streamlines, grows, and takes ownership of application processes
- Maintains databases and tracks sweat equity hours, education classes, and other program requirements
- Assists in arranging and facilitating virtual home interviews
- Assists in coordinating and organizing family selection committee processes -- including committee recruitment and retention, as well as structure and preparation of meetings
- Provides resources for individuals who do not meet program requirements or who are denied for various programs
- Determines grant funding eligibility for repair programs and processes grant applications

- Tracks and reports on use of grant funds
- Other duties as assigned

*****Please note: some evening and weekend work is required for this position.***

Qualifications

- Ability to manage multiple tasks simultaneously
- Ability to communicate with individuals of all socioeconomic backgrounds
- Knowledge of community service providers
- Ability to use sound judgment and reasoning skills
- Adapt and adhere to changes that may occur within the organization
- Strong proficiency with Microsoft Word and Excel and other technology sources
- Comfortable reviewing personal financial information
- Ability to patiently and succinctly deny applicants as needed
- Ability to work with and maintain confidentiality of sensitive information
- Nonprofit and financial experience preferred
- Ability to consistently engage with people in a public-facing client management role while maintaining a positive attitude and handling difficult situations with empathy

Benefits:

- 403(b) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

To apply, please send a resume and cover letter to Kaley Johnson at kjohnson@habitatbirmingham.org.

Greater Birmingham Habitat for Humanity is an equal opportunity employer. All employment decisions—including hiring, promotion, discipline, or discharge—are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by federal, state, or local laws.