



Construction Program Assistant needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder. If you are a fun, energetic, person looking for a meaningful job, with decent pay, GREAT benefits, and a stable employer, we could be the place for you! We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule with reasonable overtime (paid at time-and-a-half), paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Position duties include:

- Assemble and submit residential building permits & process City fee requests;
- Issue subcontracts and process vendor & subcontractor billings;
- Place orders for utility (hook-ups) and construction site services;
- Schedule, set up & prep for various departmental meetings;
- Track project schedules;
- Prepare reports and manuals;
- Provide administrative support to department;
- Maintain construction office files & supplies;
- Coordinate home warranty program;
- Compile and verify house completion reports;
- Assist with various special events;
- Act as occasional back-up for other front office staff;
- Research topics and provide reports, forms, correspondence, spreadsheets, etc.
- Other duties as assigned.

Qualifications include:

- Positive attitude with a good sense of humor.
- Knowledge of real estate transactions helpful.
- Knowledge of City building permit process preferred.
- Proficient w/ Microsoft Office (Word, Excel, & Outlook).
- Bilingual in Spanish preferred.
- Out-going, good w/people.
- Organized, detail oriented & accurate
- Excellent at follow-through.
- Problem solver, good under pressure.
- Able to take a concept & run with it.
- Able to establish own priorities.
- Independent worker but team oriented.
- Flexible & adaptable.
- Appreciates constructive criticism.
- Must pass a background check and drug screening, must have and maintain a valid Texas drivers' license and a good driving record.

This is a full-time, hourly position with a Monday-Friday work schedule. Hours are generally from 7:30 a.m. to 4:30 p.m. Hours may vary some based on the status of homes under construction. Habitat is a smoke, tobacco and vape free environment.

EOE. Interested candidates should submit a cover letter, resume, and salary history of last two positions to:

Attn: CDPA

- By email with Attn: CDPA in the subject line to jobs@HabitatSA.org, OR
- By mail or delivery to Habitat's administrative office to Attn: CDPA, 311 Probandt, San Antonio, TX 78204

This position will remain open until filled. Filling it is a priority so please apply promptly!