



Position: Programs Manager

Reports to: Executive Director

Job Classification: Non-Exempt, full-time (30-35hrs/week), hourly

Description: The Programs Manager will oversee Lawrence Habitat's two primary programs: the Homebuyer Services program, and the Home Preservation Services program. They will work in collaboration with staff, partners, and volunteers to coordinate all processes and procedures related to these programs in accordance with Lawrence Habitat for Humanity's (LHfH) mission and standard of excellence.

Education, Experience, and Skill Requirements:

- Bachelor's degree and/or 3+ years' experience in a related field(s) such as mortgage lending, social work, or real estate.
- Two+ years' experience in project management.
- Two+ years' experience handling a variety of projects simultaneously.
- Ability to work effectively as a team member with staff and volunteers and have excellent people skills in order to work with people of all ages, races, faiths, gender expressions, gender identifies, disabilities, sexual orientation, backgrounds, and skill levels.
- Goal-driven, results-oriented, quality-minded, and committed to the organization's goal of building and repairing homes to ensure that everyone has a decent place to live.
- Possess basic computer skills such as experience with Microsoft Office, Google Drive, Excel spreadsheets, and Email.
- Be flexible, able to operate independently, and receptive to feedback.
- Demonstrate strong written, oral, and interpersonal communication skills.
- Pass a criminal background check and sexual offender check.
- Must have a willingness to take and an ability to pass the Qualified Loan Originator certification.
- Must have a valid driver's license.
- Must have the ability to maintain confidentiality.

Responsibilities:

Homebuyer Services

- Act as the point of contact for potential LHfH homebuyers.
- Coordinate and oversee the LHfH homebuying process with the potential homebuyers, staff, and volunteers.
- Track, maintain, and report homebuyer services related data.
- Oversee a comprehensive homebuyer readiness program called Pathways to Homeowners.
- Promote the Homebuyer readiness program through outreach efforts.

Home Preservation Services

- Act as the point of contact for all potential home preservation applicants.
- Coordinate and oversee the LHfH home preservation program, including scheduling contractors, processing applications, and working with applicants.
- Track, maintain and report home preservation related data.
- Build, maintain, and create new home preservation partnerships.

Physical Demands:

- Required to remain in a seated position for continuous periods of time.
- Required to work on a computer on a regular basis for continuous periods of time.
- Required to raise or lower objects from one level to another occasionally during the day, 5 to 15 pounds.

Travel requirements:

Requires occasional travel to home sites, non-profit organizations, places of business, and government offices.

Hours and Compensation:

- Full-time (30-35 hour per week).
- Hourly position.
- There will be required, predetermined office hours and meetings, along with events and meetings that will require some time on weekends and evenings. After orientation and training is completed, remote work can be negotiated.
- Wage amount- \$20 per hour.
- Benefits include paid vacation, holiday, and sick leave, and a flexible schedule.

Application Deadline:

Applications will be accepted until the position is filled.

To apply, please send a cover letter and resume via email to director@lawrencehabitat.org or via mail to the address below.

If creating a cover letter and/or resume poses a barrier to applying, please contact Erika for accommodations.

Phone- 913.369.7037

Email- director@lawrencehabitat.org

Mailing address- 2108 W. 27th St., Ste. C
Lawrence, KS 66047

Office location & hours- 2108 W. 27th St, Ste. C
Lawrence, KS 66047
Monday-Friday, 9am-4pm.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position.

Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Lawrence Habitat for Humanity is dedicated to providing equal opportunity to all qualified applications without discrimination on the basis of race, color, national origin, religion, gender, age, disability, marital status, sexual orientation, ancestry, veteran status, or pregnancy.