



Position: Maintenance Coordinator
Organization: SBP - New Orleans
Reports to: Supply and Logistics Manager - New Orleans

About SBP: SBP is an award-winning, innovative nonprofit organization whose mission is to shrink time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt more than 1,100 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Overview

The Maintenance Coordinator offers lawn and general maintenance on properties in SBP's Owner Occupied Rebuilding Program (OOR) and Opportunity Housing Programs. This team member will be responsible for cutting/maintaining lawns on all rental properties and homes for sale. In addition, he/she will complete general maintenance and minor repair tasks on these properties as well as other tasks needed by the construction and supply and logistics teams.

Responsibilities

- Develop and complete lawn maintenance schedule for all properties in SBP's portfolio.
- Complete general maintenance tasks on SBP properties when requested.
- Maintain a clean, safe and organized work site.
- Ensure that work is being completed at the proper pace and schedule and of the highest quality.
- Maintaining a professional and positive attitude.
- Supervise volunteer groups when needed following SBP's volunteer management protocol.

Qualifications

- At least 2 - 4 years of successful experience in construction and/or landscaping.
- Proven track record of completing tasks with limited supervision.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Louisiana State Police, and FBI.
- Valid driver's license, clear driving history and reliable transportation.

Salary & Benefits

Salary is commensurate with experience. Company provides benefits package to include paid time off and health coverage.

To apply

Submit a tailored cover letter, resume, three professional references and salary history to clientmanager@sbpusa.org. We will follow up with qualified candidates - please no calls or emails.

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SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.

