



Position: Program Administrator
Organization: SBP - South Carolina
Reports to: Executive Director - South Carolina
Status: Full Time / Exempt - 2 Year Position

About SBP

SBP is an award-winning, nonprofit rebuilding organization whose mission is to ensure that disaster-impacted citizens and communities recover in a prompt, efficient and predictable manner. Through Disaster Recovery Lab, SBP works to share lessons learned, prevent common barriers to recovery and help communities utilize SBP's standardized, repeatable and proven-effective model. Since its founding in 2006, in response to Hurricane Katrina, SBP has rebuilt homes for over 1,200 families with the help of over 180,000 volunteers in New Orleans; Joplin, MO; Staten Island, NY; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; Columbia, SC; and Baton Rouge, LA.

Position Overview

SBP will partner with Lexington County to manage the construction component of the Lexington County CDBG-DR Minor Rehab Program with the goal of providing minor to moderate repairs for up to 70 homes in the next two years. SBP will accomplish this by executing a traditional model which utilizes a mixture of volunteer and subcontracted labor with the support of AmeriCorps members allowing SBP to rebuild at a much lower cost than a market rate subcontractor. Moreover, the program will be open to other volunteer and nonprofit organizations in good standing with SC VOAD. SBP will also subcontract work for a portion of Minor Rehab Program using local and licensed contractors in the Midlands area.

The Program Administrator position with SBP will assist in the logistical needs of the program. Support responsibilities will include the administrative oversight, project tracking and client case management of the program.

Responsibilities

Administration

- Work closely with South Carolina Director to develop and implement SBP's recovery process within the Lexington County Minor Rehab Program
- Work closely with SBP Project Managers to ensure project is effectively meeting IRC compliance and adhering, when applicable, to the HUD CPD Green Building Retrofit Checklist
- Ensure that VOAD and contractor participation in the program remains effective, efficient, and predictable. Clear timelines are important for client stability/predictability, and must be met.
- Ensure that compliance and reporting requirements provided by the program are met by SBP, VOADs and subcontractors
- Liaise with participating community organizations to help solve problems and leverage opportunities as they arise
- Create and maintain a database of partner organizational and compliance documentation (insurance, GC licensure, project information, warranty information), renew and recapture this information as necessary.
- Manage and share information and communications between participating organizations and subcontractors, including but not limited to:

- Scope & Estimate materials for potential projects
- Regular construction updates
- Completion documentation for all projects
- Represent SBP professionally and speak knowledgeably about the program and SBP's mission to local officials, contractors, community members and homeowners.

Client Services

- Over the course of 2 years, coordinate and complete construction efforts for 70 eligible homeowners through the program
- Review homeowner information from Lexington County Administrator once received and organize the initial contact and site walk between the homeowner and SBP
- Act as liaison between homeowner, contractors/subcontractors, and Lexington County Minor Rehab Program, update homeowner with any and all necessary information before, during, and after the project
- Ensure homeowner is cooperative through the process, and that all documentation provided by the homeowner allows SBP to qualify and complete the rebuilding process
- Oversee all project start files and sign-offs. If complications arise that hinder the sign-off process, oversee the actions needed to complete the project

Qualifications

- Ability to be a self-starter and accomplish tasks without constant direct supervision.
- Experience in state/federally funded programs is highly valuable but not required.
- Commitment to identifying and providing housing assistance to the most vulnerable community members.
- Passionate about disaster recovery and housing related issues.
- Excellent verbal and written communication skills.
- Skilled at communicating in many different ways, with a diverse array of people.
- Must hold and maintain a valid driver's license and have access to a personal vehicle

Benefits

Salary is commensurate with experience. Company provides paid time off and free health insurance.

To Apply

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

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.