



Position: Project Manager
Organization: SBP - South Carolina
Reports to: Executive Director - South Carolina

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.

Project Management

- Manage 4-10 active volunteer projects, as well as additional projects in the pre or post volunteer phase
- Create and track schedule in 24 hour increments for each project assigned and ensure that the project stays on schedule
- Track budget vs actual for each assigned project, identify trends and propose solutions to ensure more accurate budgeting within 5% of projected costs
- Schedule and coordinate subcontracted labor and/or internal trades teams as needed to allow assigned projects to become volunteer ready
- Be solutions oriented and innovative in scheduling volunteers at assigned construction projects and ensuring each project offers a meaningful volunteer experience
- Maintain accurate electronic construction files, gantt charts, white boards, and excel tracking documents. Provide weekly updates to the director on the status and progress of all projects
- Develop accurate and thorough estimates and scopes of work for newly assigned projects

Warehouse Management & Material Procurement

- Manage warehouse operations to allow for optimal scheduling, cost savings and safety
- Ensure all acquisition from vendors and warehouse follow required SBP protocol and documentation to guarantee accurate tracking of financials
- Ensure that tools and supplies are stored, maintained, tracked and inventoried in a way that protects and preserves them
- Manage warehouse AmeriCorps team so that tools, materials and supplies arrive at the right place at the right time. Document instances where errors occur to identify trends and drive solutions
- Ensure a safe, organized and clean work environment is maintained in the warehouse at all times
- Oversee the maintenance of SBP's vehicle fleet so that all vehicles are safe, preserved and properly accounted for
- Secure materials and tools in accordance with SBP procurement rules to produce maximum cost savings and efficiency of scheduling
- Develop and maintain mutually beneficial, responsive relationships with subcontractors and vendors

Communication with Client Services Team

- Conduct start file meeting, period inspections and close out paperwork according to SBP or grantor protocols
- Communicate progress towards completion and answer questions from client or Client Services Team

Manage Team Members

- Provide timely support to Site Supervisors and Supply & Logistics Coordinators to ensure their respective goals are met
- Provide guidance and technical expertise to troubleshoot issues that arise
- Coordinate with Site Supervisors and Supply & Logistics Coordinators to order materials, maintain cleanliness, safety and quality standards
- Provide initial and ongoing training for AmeriCorps members as needed
- Conduct evaluations/reviews, terminations, vacation and sick requests
- Foster relationships of trust, respect and accountability in collaborating with other team members and departments

Other Responsibilities and Requirements

- Embody the values, mission and vision of SBP in your communication and interaction.
- Effectively and positively manage multiple projects and people
- Work productively with limited supervision
- Commitment to continual improvement (of oneself, supervisees and the construction process)
- Ability to train Site Supervisors and volunteers in the following phases of construction: insulation, drywall, mudding, paint, interior trim and doors, final punch
- Ability to read architectural drawings, estimate projects and develop scopes of work
- Experience and/or willingness to work effectively with/supervise volunteers, team members, in house trades and subcontractors with diverse skills sets and backgrounds
- Clear communication skills
- Seek out and participate in professional development and leadership opportunities

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.