



**Position:** Project Manager - South Louisiana  
**Organization:** SBP - South Louisiana  
**Reports to:** Operations Manager - South Louisiana

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### **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 1100 families with the help of over 125,000 volunteers in Louisiana; Joplin, MO; Staten Island, NY; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; and Columbia, SC.

### **Objective**

Reporting to the Operations Manager - South Louisiana, the Project Manager will oversee field operations to address damage following the August 2016 flooding. The Project Manager will provide daily oversight for gutting projects - ensuring projects are completed in a safe and quality manner with the tools and materials needed - and provide planning to develop a queue of projects to be completed. As the program continues to operate, the Project Manager will assist in transitioning the program to take on rebuilding projects in addition to gutting.

### **Project Management**

- Manage volunteer active projects to ensure work is completed on time, on budget and safely.
- Develop accurate scopes, estimates and timelines to create a queue of projects ready for volunteers
- Schedule and coordinate subcontracted labor and permits as needed as projects transition from gutting to repair
- Maintain accurate project records and regularly report on project status / completions
- Ensure a safe and organized work environment is maintained at all times
- Provide guidance and technical expertise to troubleshoot issues that arise on site

### **Supply Management & Material Procurement**

- Coordinate tool and material ordering and delivery so that sites are prepared to operate each day
- Ensure that tools and supplies are stored, maintained, tracked and inventoried in a way that protects and preserves them.

### **Qualifications**

- 1-3 years experience in residential construction / rehabilitation
- Knowledge of the nonprofit / volunteer-driven construction is preferred but not required
- Experience motivating and teaching others
- Proven ability to collaborate effectively with a team.
- Ability to manage multiple tasks and set priorities in a fast-paced work environment

### **Benefits**

Salary is commensurate with experience. Company provides paid health insurance. This is a 3 month contract with the potential to become full time upon program launch and receipt of funding.

### **To Apply**

Submit a tailored cover letter, resume, three professional references and salary history to [southlajobs@sbpusa.org](mailto:southlajobs@sbpusa.org)

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*The 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.*