



Program Overview:

Build your Career- Make a Difference- Get Paid- Reduce Student Debt

SBP is an award-winning, innovative nonprofit organization that shrinks the 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 over 300 AmeriCorps members, SBP has rebuilt more than 1,300 homes across 8 states, and has shared best practices with nonprofits, recovery groups, and government entities across the country. 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's is an organization that attracts AmeriCorps Members and employees who embrace innovation and constant improvement, enjoy rising to meet pressing challenges, believe in community-wide collaboration, and can develop and achieve clear benchmarks to reduce human suffering.

SBP encourages individuals that are hungry for change to join our team so that we can improve the future of disaster recovery together. SBP strongly believes that a diverse staff and AmeriCorps team will ensure that our organization remains strong and continues to grow to meet the needs of the broad-range of communities that we serve, and we seek to create a diverse corps consisting of individuals of all ages, backgrounds, ethnicities, and beliefs.

In exchange for bringing your talents to SBP, you will gain marketable job skills that will help you pursue a wide-variety of careers, while also having an opportunity to make a positive difference in the lives of individuals and families who have been impacted by disaster events. To help support your service, you will also receive the following benefits:

Benefits Provided to SBP AmeriCorps Members

- Monthly Living allowance of \$1,263.
- An additional \$150 monthly housing stipend for individuals who have previously served in AmeriCorps, NCCC, or VISTA.
- Free limited benefits health coverage.
- An education award of \$5,815 upon successful completion of each 10 month term. (More information can be found at: http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp).
- Eligibility to postpone repayment of federally-guarantee student loans during your service term. (The National Service Trust will also pay all or a portion of the interest that accrued during the service period.)
- Child care assistance
- Valuable professional development and opportunities to further your career
- Potential opportunities to travel in order to respond to disaster events

AmeriCorps Member Position Overview:

Our ability to continue to bring families home relies heavily on the dedication of our AmeriCorps members. The position of Supply & Logistics in office coordinator serves as the backbone of SBP's construction department. Many members who have served on our in office Supply and Logistics Team often follow career paths in grant writing, project coordinating and project management.

Permits and Inspections

- Obtain building permits as required by local government.
- Preparation of permit applications and materials using construction estimates and work outlines.
- Prep & submit change orders
- Schedule & coordinate various inspections with the Office of Safety and Permits and/or grant inspectors according to the guidance and direction of Project Managers and Senior Construction Staff.
- Maintain friendly and productive relationships with Community Development Office & Inspectors, Office of Safety & Permits staff & inspectors as a representative of SBP construction team.

Grant Compliance & Tracking

- Assist the Construction management team in ensuring that SBP construction complies with all grant requirements. Member is expected to be able to learn, initiate, and track certain grant specific construction administration procedures.
- Track, prepare, file and attend grant payment inspections.

Construction Office Coordination

- Assist construction director/ project managers in tracking & coordinating resolution of Work Orders/ Change orders.
- Document, distribute and track Work Orders as received in Salesforce system
- Assist construction director/project managers in ensuring subcontractor documentation filed at local government.
- Assist construction team with tracking and managing project start up process, construction timelines, and closing of projects.
- Communicate with vendors as directed by construction director/project managers.
- Work with subcontractors to obtain estimates and coordinate projects.
- Manage Reworks system: research warranty information, contact subs to schedule repairs and scheduling TKO as needed with Reworks PM (RL).
- Order all assessments and clearances: Elevation, Asbestos, and Lead Requests.
- Order all site services: Dumpster/Port-o-let/Storage Containers.
- Set up temporary and permanent utility accounts: Electric, Gas, & Water.
- Manage bi-weekly construction meetings: develop agenda, take meeting minutes and distribute to staff.

General

- Email, scanning/copying, calendar, spreadsheets, electronic filing, & data entry.
- Answering/Directing phone calls & making calls as directed by supervisors.
- File / Spreadsheet Management – hard file and electronic systems.
- Creating various project related materials (Site-Binders, project folders) for new jobs.
- Lead tours of the construction office and present on the SBP model for groups that periodically visit SBP headquarters.

Applicants are encouraged to view SBP's AmeriCorps member recruitment video that provides an overview of the Project Lead position as well as additional AmeriCorps service opportunities by visiting the following link: <http://sbpusa.org/get-involved/ameri-corps>

Minimum Requirements:

- Be at least 17 years of age or older.
- Have a high school diploma or its equivalent.
- Be a citizen, national, or lawful permanent resident alien of the United States.

Essential Functions:

- Identify potential new subcontractors for Project Manager approval and maintain sub base
- Build and maintain subcontractor folders on drive, collect proper sub documentation
- Attend walk throughs with Project Managers and subcontractors, obtain estimates
- Order and process utilities and special orders for sites; i.e. dumpsters, drywall, etc.
- Ensure all electronic construction files, gantt charts, excel tracking documents, and white boards are up to date with accurate information
- Code and process all construction-related invoices weekly
- Track inventory of tools and materials between warehouse and site
- Track and record credit card purchases monthly
- Aid in maintaining SBP's vehicle fleet so that all vehicles are safe, preserved and properly accounted for
- Discover when there is a risk or problem in warehouse operations.
- Maintain a professional and positive attitude.
- Interact effectively and positively with other team members.
- Learn, understand and perform SBP's expectations for job site and personal safety as outlined in the Site Supervisor Construction Manual and Safety While Serving at SBP, as well as safety trainings occurring throughout the term on site or during departmental meetings
- Participate in September 11th Day of Remembrance and Martin Luther King Jr. Day of Service events, which may take place on a weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

Qualifications:

- Excellent verbal communication skills
- Strong organizational skills and ability to delegate tasks effectively
- Assist other departments in major projects as needed as it relates directly to the AmeriCorps program
- Ability to work under pressure
- Ability to multitask
- Experience/ Interest in developing project management skills
- Willingness/ enthusiasm to receive constructive feedback from your manager and peers
- Positive attitude
- Ability to take initiative and be self-motivated
- High regard for safety
- Valid and current Driver's license
- Strong passion for the work of SBP

Opportunity to Travel to Respond to Recent Disaster Events.

When disaster events occur during an AmeriCorps Member's term of service, SBP will oftentimes request AmeriCorps members to volunteer to participate in team deployments to communities that have been recently

impacted and are in great need of aid. During these deployments, AmeriCorps members utilize the training they have received while serving at one of SBP's operating sites to assist these communities in their initial recovery efforts. Typically member service activities during these deployments include, volunteer coordination, mass care operations, donations management, debris removal, cleanup, and mold sanitation. Although accommodations will be very basic, SBP and AmeriCorps typically covers the cost of travel, lodging, and food for AmeriCorps members participating in deployments.

- Willingness to travel and participate in deployments is not required to be eligible to serve in SBP's AmeriCorps program.
- Because of the nature of disaster events, SBP cannot guarantee deployment opportunities during an AmeriCorps member's term of service.

How to Apply

- Visit <http://sbpusa.org/get-involved/ameri-corps>
- Complete the two-page application
- Upload your resume
- Submit your application

(Typically, you will be contacted within 5 business days if you have been selected to interview for the position.)

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.