



Position: Construction Project Manager / Trainer
Organization: SBP – New Orleans
Reports to: Director of Construction

[Click Here to Apply](#)

About SBP

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 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes and strengthened 60+ communities across 17 states and Puerto Rico.

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

Job Responsibilities

Project Management

- Manage an average of 4-10 active projects, as well as additional projects in the pre (planning) or post (punch list) phase
- Create and track the 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 in order to ensure each project offers a meaningful volunteer experience
- Maintain accurate electronic construction files, GANNT charts, whiteboards, and excel tracking documents. Provide weekly updates to the DOC on the status and progress of all projects
- Develop accurate and thorough estimates and scopes of work for newly assigned projects
- Collaborate with the Director of Construction/Project Manager(s) to order materials, maintain cleanliness, safety and quality standards of job sites.
- Participate in start file (pre-construction) meetings, period inspections, and close-out paperwork according to SBP or grantor protocols
- Effectively communicate progress towards project completion and answer questions from clients or the Client Services Team
- Participate in site placement meetings, ensuring project portfolio holds sufficient volunteer-friendly work
- Provide additional support to Director of Construction/Contractor, Volunteer Team and Client Services team as needed

Training Team Members

- Provide timely support and training to Project Leads on various phases of construction members or construction staff to ensure their respective goals are met
- Provide guidance and technical expertise to troubleshoot issues as they arise
- Coordinate with Project Leads and Supply & Logistics Coordinators to order materials, and maintain cleanliness, safety, and quality standards
- Provide initial and ongoing construction training for AmeriCorps members.
- Ensure Project Leads are appropriately training on all components of the volunteer experience

Job Requirements

- Minimum 4 years' experience in residential construction
- GC License and OSHA 30, or other safety certifications, a plus
- 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
- Ability to train Project Leads 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
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Valid driver license and reliable transportation.

Salary Range: \$65,000K - \$80,000K

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. 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