



Position: Project Coordinator
Organization: SBP – South Carolina
Reports to: Construction Project Manager

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

Position Summary

SBP SC is looking for a Project Coordinator to assist in administrative and construction duties for our Project Manager and / or Construction Manager. This position will support the Construction Department by assisting in the managing of projects alongside the Project Manager and/or Director of Construction, while also doing site visits and reporting and tracking projects. This position has the potential to promote to a Project Manager position.

Project Coordination

- Assist in the management of 5-10 active projects, as well as additional projects in the pre or post construction phase
- Assist Project Manager and/or Director of Construction to walk projects and develop Scopes of Work and Estimates
- Assist in tracking schedules for each project assigned to ensure that the projects stay on schedule
- Assist in tracking budget vs actual costs for each assigned project. Help identify trends and propose solutions to ensure more accurate budgeting
- Assist in scheduling and coordinating subcontracted labor and/or internal trades teams as needed to allow assigned projects to become volunteer ready
- Maintain accurate electronic construction files, Gantt charts, white boards, and excel tracking documents
- Coordinate the following:
 - Acquisition of all permits and schedule all inspections
 - Temporary service providers as needed
 - Acquire estimates from contractors
 - Contractor vetting (W9, WC, Liability Ins)
 - Processing contractor invoicing
 - Material purchases
 - Whiteboard updates
- Code purchase receipts properly per project
- Manage contractor and vendor payments
- Generate and process Change Orders
- Generate Weekly Progress Reports
- Generate Progress Payments as needed
- Prep DOC for his weekly Special Case Panel Meetings
- Create and issue NTP's

Material Procurement

- Ensure all acquisition from vendors and warehouse follow required SBP protocol and documentation to guarantee accurate tracking of financials.
- Secure materials and tools in accordance with SBP procurement rules to produce maximum cost savings and efficiency of scheduling
- Order materials and pick-ups from Warehouse as needed
- Complete and hand in weekly tool inventories

Communication with Client Services Team

- Assist in start file meetings, periodic 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

- Assist Project Manager to provide timely support to Project Leads to ensure their respective goals are met and ensure quality construction
- Provide guidance and technical expertise to troubleshoot issues that arise
- Coordinate with Project Leads to order materials, maintain cleanliness, safety and quality standards
- Assist Project Manager to provide initial and ongoing training for AmeriCorps members as needed
- 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)
- Be solutions oriented and innovative in scheduling volunteers at assigned construction projects and ensuring each project offers a meaningful volunteer experience
- Ability to train volunteers in the following phases of construction: insulation tile, drywall, mudding, paint, interior trim and doors, final punch and other construction needs
- Learn to read architecture drawings, estimate projects and develop scopes of work
- Maintain and update all safety tracking documents
- Oversee the ordering of office supplies
- Seek out and participate in professional development and leadership opportunities

Qualifications

- Ability to work productively with limited supervision
- 1 - 3 years of residential construction experience preferred
- Commitment to continual improvement (of oneself, supervisees and the construction process)
- 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 and a strong sense of maturity and professionalism
- Ability to multitask effectively

[Click Here to Apply](#)

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.