

St. Andrews Episcopal Church

Pearland, Texas

Position: Project Lead & Logistics Coordinator

St. Andrews Episcopal Church in Pearland and Mosaic in Action are looking for someone to serve in our community starting in April who will work on our Hurricane Harvey Recovery Projects as a Project Lead and Logistics Coordinator. This is a national service program opportunity through AmeriCorps. This person would be deployed to St. Andrew's/Mosaic and work as a member of our team. **We will train. No experience needed.**

PROGRAM SPECIFICS:

- 10 month engagement beginning April 2019
- Full time commitment (1700 hours over the course of 10 months)
- Stipend/allowance of \$1373 per month.
- Education award of \$5,920 upon completion of your term which can be used towards tuition at Title IV schools or to repay federal student loans
- Free limited health insurance that covers your health needs, but does not cover a spouse or any dependents.
- Access to a childcare assistance program that may cover childcare expenses
- Many members while serving are eligible for SNAP food stamps.

PROJECT LEAD: Main point of contact for on-site volunteers; actively lead the construction efforts on clients' homes.

Essential Functions:

- Maintain a clean, safe and organized work site.
- Ensure that each phase of construction is being completed on schedule.
- Ensure that work is of the highest quality.
- Conduct on site orientations for volunteer groups.
 - Clearly communicates the homeowner's story to volunteers.
 - Educates volunteers on the area and the effects of the storm
- Communicate the daily and weekly goals to volunteers.
- Provide effective training and constructive feedback to volunteers who are completing insulation, drywall, mudding, painting, flooring, trim, doors and other phases of construction.
- Maintain a professional and positive attitude when working with volunteers.
- Ask volunteers to return and spread the word about the enduring needs.
- Serve as a liaison between the homeowner and volunteers.
- Interact effectively and positively with other team members.

SUPPLY & LOGISTICS COORDINATOR: Ensure construction sites are provided with the necessary tools and materials on time and accurately.

Essential Functions:

- Assist with keeping a clean, safe and organized warehouse.
- Prepare orders made by Project Managers by pulling tools and materials from the warehouse, or by picking them up from a local vendor.
- Deliver orders (tools and materials) to construction sites.
- Assist with tracking and cleaning tools.
- Develop and track daily and weekly goals.
- Learn, understand and perform expectations for job site and personal safety as outlined in the Construction Manual and Safety, as well as safety trainings occurring throughout the term

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- 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
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

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