**About Revitalize CDC:** Since Revitalize CDC’s ([RevitalizeCDC.com](http://www.revitalizecdc.com)) inception in 1992, the organization has completed over 1,200 homes with the help of 10,000 volunteers investing $42 Million into Western Massachusetts. In the past year, Revitalize CDC completed 75 home repair, modification and education projects on the homes and rental units of low-income families with children, elderly citizens, military veterans and people with special needs. Revitalize CDC focuses on making meaningful improvements on homes to help reduce energy use, save money, and create a safe, healthy and sustainable living environment for our residents and the community.  Connect with us on [Facebook](https://www.facebook.com/RevitalizeCDC/), [Twitter](https://twitter.com/Revital_CDC), [YouTube](https://www.youtube.com/user/RTSpfld), [Instagram](https://www.linkedin.com/company/15076673) and [LinkedIn](https://www.linkedin.com/company/15076673). 

Revitalize CDC offers a rewarding work environment for individuals interested in public health, housing, environmental justice, policy and green careers. Our staff is composed of innovative professionals from diverse backgrounds.

**Our Mission:**

“Revitalizing homes, neighborhoods and lives through preservation, education and community involvement.”

We believe in a safe, healthy, and energy-efficient home for everyone.

**Position Description:**

The purpose of the position is to assist Senior Manager of Critical Repair Programs in coordinating all aspects of the skilled building process on home rehab sites, including coordinating, tracking, and maintaining detailed records of repair projects. The hire will work directly with families needing healthy home rehab to help them apply for various housing rehab programs, process program applications, coordinate site visits with Construction Specialist and families, process invoices, and perform other administrative duties as needed.

**Project Coordination**

* Complete all site inspections with Project Manager and oversee the workday with building contractors, volunteer teams;
* Inspects and assesses homes before and after the construction or volunteer day to propose completion of any project work not done or unable to complete;
* Conducts final home inspections to ensure work scope is completed and completes documentation;
* Perform approximately 5-10 home visits per month to provide one on one education sessions covering methods to improve and maintain the health, safety and energy efficiency of clients’ homes and developing long-term home maintenance plans;
* Prepare individual client assessments and client action plans;
* Prepare and submit required documents to our grant funders, such as Environmental Reviews and Historical Commission forms
* Maintain detailed and concise records of project meetings;
* Monitor work plans to identify key program goals, objectives and benchmarks;
* Report data in compliance with standards and regulations and assist management in regular program reporting;
* Responsible for entering demographic and project data into various databases and program spreadsheets
* Participate in weekly and other team meetings as appropriate;
* Build and foster established and new community and stakeholder partnerships to connect RCDC related services to targeted audiences, providers and stakeholders;
* Provide outreach to at-risk communities through representation at meetings, health fairs, and other events that reach at-risk audiences and stakeholders;
* Support broad mission and policy efforts and initiatives of RCDC; other duties as assigned related to organizational mission and programs.
* Maintain appropriate records, i.e. radon test results, home assessments, environmental reviews
* Maintain spreadsheets to track and update client projects

**Qualifications**

* Willingness to be flexible, adaptable and work as a team with clients, volunteers and staff.
* Own transportation, valid driver's license, and proof of insurance.
* Ability to deal with physically demanding requirements including lifting a minimum of 20 pounds without assistance.

**Requirements**

* 1-2 years experience with direct client services
* Experience developing client case plans
* Strong organizational skills, detail-oriented
* Excellent written and oral presentation skills
* Strong proficiency in Microsoft Office suite and data collection
* Able to work proficiently in Google Shared Drive, Google Docs, Google Sheets
* Ability to work nights and weekends on occasion
* Ability to work with diverse populations

**Preferred Qualifications**

* Bachelor’s degree in public health, environmental science, adult education, or relevant field from an accredited college or university
* Experience with Housing and Urban Development or other Federal Grant requirements
* Spanish language proficiency;
* Energy efficiency/ building sciences training;

**Position-Specific Requirements**

This position will be assigned duties that require the operation of a motor vehicle. The incumbent must maintain access to a motor vehicle and possess a motor vehicle operator’s license valid in the State of Massachusetts. This position requires proof of Flu vaccine, COVID-19 vaccine and booster.

**AA/EOE/ADA**

Women and minorities are encouraged to apply.Employment is contingent upon successful completion of Criminal Offender Record Check (C.O.R.I.) and driving record check.

**Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer**