

Assistant Construction Project Manager Milwaukee Christian Center



Interested candidates should email a brief cover letter and resume to mcchr@mccwi.org
Position is open until filled. Interested candidates should apply immediately.

The Assistant Construction Project Manager position serves as a key person that moves forward residential construction projects on houses that are built by Milwaukee Christian Center and sold to low/moderate-income homeowners, both major rehab of existing houses and new construction. The position works in conjunction with the Director of Housing in planning and managing projects, soliciting and scheduling contractors, and performing spec-writing, reporting and job cost tracking. Candidates should have some knowledge of construction management, have strong communication skills, be proficient in managing budgets and have a passion for Milwaukee neighborhoods.

Milwaukee Christian Center Housing Department

MCC makes homeownership possible by building new homes, making needed repairs for low-income homeowners, and training young adults in the trades. MCC's Housing Production Program ensures low-income Milwaukee families have access to safe, high quality affordable housing by building single family homes through new construction and rehab; MCC's Neighborhood Improvement Project helps low-income homeowners remain rooted in their neighborhoods by improving unsafe or deteriorating housing conditions; and MCC's YouthBuild Program empowers young adults, ages 18-24, to overcome challenges and move towards family sustaining careers through education and hands-on construction training while building homes for low-income families.

Reports to: Director of Housing

Position Type: Salary

Schedule: 40 hours/week

Pay Rate: \$47,000-52,000/annually

Benefits: Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

Essential Duties and Responsibilities:

1. Under the direction of the Director of Housing, schedule and manage contractors and subcontractors to complete housing projects that include "gut rehabs" of existing older houses and in-fill new construction on vacant city lots that are both modular and stick-built.
2. Solicit contractor bids in accordance with HUD procurement regulations.
3. Coordinate purchase and payment of construction materials.
4. Document project specifications and scope of work estimates using known estimated pricing.
5. Provide support to YouthBuild Construction Site Supervisors and associated construction projects.
6. Serve as liaison with City of Milwaukee Department of Neighborhood Services inspectors and others for permits and all inspections and final sign-offs.

7. Track job costs within established budgets and expedite payments to contractors. Liaison with government, title company and internal finance department.
8. Assist in selection of future projects: finding and procuring houses to rehab and vacant lots to build on.
9. Interact with and participate on community events held by potential sponsors or grantors on behalf of Milwaukee Christian Center.
10. Responsible for maintaining records used in periodic reports required by the City of Milwaukee and other funding agencies.

Qualifications Desired:

1. Construction and/or construction management experience.
2. Computer skills, that include spreadsheet (Excel) proficiency.
3. Basic accounting knowledge that reconciles and tracks costs related to houses built
4. Strong written and verbal communication skills.
5. Ability to work as part of a team, while also taking full responsibility for projects, start to finish.
6. City of Milwaukee residency required.
7. Valid driver's license and registered, insured vehicle (required travel to multiple jobs sites daily)
8. Bilingual language skills (Spanish/English) valued but not required.
9. Experience with non-profits and/or government programs preferred.

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

The Assistant Construction Project Manager's office is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position is expected to travel to training/construction sites throughout the city of Milwaukee regularly.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.