



UNITED METHODISTS OF GREATER NEW JERSEY

Title: Ida Recovery Project Based Construction Coordinator
Classification: Consultant, Independent Contractor, \$75/Hour
Supervisor: Disaster Recovery Coordinator

GNJ employees through their work help fulfill our mission: recruit and develop transformational leaders to make disciples and grow vital congregations to transform the world.

GNJ values as an organization and in its employees

- *innovation and risk taking*
- *excellence in its ministry and service*
- *compassionate and just service*
- *diversity*
- *collaboration*

United Methodists of Greater New Jersey view all employees as leaders who are critical to the mission, capable of growth and valued.

Summary: The Construction Coordinator will work with the Ida Recovery team to assess home repairs and oversee contractors to ensure that the repairs progress in a timely manner and are completed according to the detailed estimate.

Responsibilities:

- Coordinate with Disaster Case Manager (DCM) to visit the property to address and assess Ida related damage.
- Obtain three estimates from licensed, insured contractors to remediate damage.
- Review the estimates using the UMCOR bid analysis tool to select contractor.
- Request W-9 and Certificate of Insurance from awarded estimate contractor.
- Provide awarded estimate to the DCM for funding request.
- Coordinate with homeowner and DCM for start date of repairs.
- Act as the primary point of contact with contractor during the repair process.
- Notify DCM when the work is almost completed for final check request.
- Obtain completed PAID IN FULL invoice from the contractor.
- Provide all documentation to DCM for client's case file.

Qualifications/Skills/Knowledge Requirements:

- Liability insurance preferred.
- Experience managing construction projects.
- Minimum 2 years' experience construction project work
- Complete safety screening as evidenced by a background check.

- Conduct business in a manner consistent with the mission, values, and policies of the Greater New Jersey Conference of the United Methodist Church.
- Maintain high standards for protecting client information, sharing confidential information only as agreed upon by the client and as evidenced by a signed release form.
- Work calmly and effectively resolves conflicts in sensitive situations; able to work collaboratively with others.
- Be computer literate, able to utilize word processing, database, and spreadsheet software. demonstrate the ability to learn new and/or customized software.
- Possess excellent communication skills both written and oral.
- Have a valid driver's license and vehicle to be able to drive long distances in all areas within the service area.
- Scheduling flexibility to include some evenings and weekends.

Education

- High school or equivalent with one year project management experience and three years construction project experience.

Travel

The position requires evening and weekend responsibilities and travel beyond the office.

Covid-19 Precautions – We adhere to the CDC and State of New Jersey covid-19 orders and guidelines.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____