

## **JOB OPENINGS WITH RURAL HOUSING PARTNERSHIP**

### **1. OUTREACH COORDINATOR (part-time)**

- Assist homeowners with application for home repair at their home, including securing needed documents
- Serves as a liaison between Executive Director, Contractor and Homeowner
- Provides before and after pictures of work, conducts customer satisfaction survey and assists homeowner with providing a vignette of the value of the services provided
- Assists Executive Director with a variety of assignments
- Works remote starting at 16 hours per week @ \$16 per hour, with travel reimbursement

#### Qualifications preferred

- Bachelor's degree or equivalent with 5 years related work experience in customer service and office management or non-profit coordination
- Experience providing outreach to individuals in need
- Experience writing grants or willing to be trained

### **2 BUILDING CONTRACTORS AND HANDYMEN**

- Provide estimates for home repair in Gloucester and/or neighboring counties
- If estimate accepted, provide home repair for regional nonprofit construction company
- Is licensed contractor or willing to assist under supervision of licensed contractor
- No criminal felony record or provides details on criminal record over 10 years ago
- Will work under contract outlining any stipulations
- Must be licensed, and insured or possess a business license or be willing to work under supervision of licensed contractor.

Please send resumes to [k.g.brad@usa.net](mailto:k.g.brad@usa.net)