

## **Home Build Assistant**

30-40 hours per week

### **Position Summary:**

A Construction Assistant will be responsible for assisting in construction projects to support Habitat for Humanity of Northwest Indiana's mission. They will adhere to Habitat core values and upholding the highest levels of safety, quality and community partnership set by Habitat for Humanity of Northwest Indiana. This position includes working with new or rehab projects, coordinating job sites as well as other duties assigned by the Construction Manager.

### **Essential Qualifications:**

- **REQUIRED:** Carpentry skills
- Strong communication, planning and organizational skills
- Must demonstrate a willingness and ability to work well with co-workers, volunteers, homeowners, community members, inspectors/officials, and sub-contractors/vendors.
- Must have a valid driver's license
- Must be able to lift over 50 pounds
- Assist in planning the day-to-day construction schedule
- Assist with ordering & acquiring building materials and tools
- Assist in paperwork for builds
- Move and stock vehicles for the work day
- Be responsible for worksite preparation and cleanup
- Inventory tools and build related equipment
- Work during non-business hours, including weekends

### **Application Process:**

To apply, email cover letter, resume, references to: [habitat@nwihabitat.org](mailto:habitat@nwihabitat.org)

*No phone calls please. Applications will be accepted until the position is filled. A background check, including criminal records and sex offender registry, will be conducted prior to offer of employment.*

**Habitat for Humanity of Northwest Indiana is an Equal Opportunity Employer.**

05/02/17