

Project Coordinator, Tiny Homes – Job Description

Reports to/Accountable to:

Program Manager, Youth Skilled Trades Program

Summary and Scope:

Habitat for Humanity Halton-Mississauga-Dufferin (Habitat HMD) is renowned for its innovative community engagement and educational initiatives, notably the Youth Skilled Trades Program (aka, Tiny Home Program). In partnership with local high schools, this program constructs Tiny Homes to provide affordable housing solutions in collaboration with First Nations communities and local community organizations.

We are currently seeking a motivated and enthusiastic Project Coordinator to help manage the day-to-day operations of our Tiny Home Program. The ideal candidate will be responsible for overseeing site construction to ensure program objectives are met. This role will be 70% on site and 30% in office. This will be a 12 month term position with potential for a permanent role. Passion for affordable housing and skilled trades is essential, along with a background in project coordination in residential construction.

Responsibilities:

- **Construction Coordination:** Accountable for the day-to-day oversight of the execution of the Tiny Home build sites, responsible for ensuring that schools receive appropriate material and guidance to complete building processes, sub-contractors are coordinated on site, and conduct quality control inspections. Providing all the high school teachers assistance where needed.
- **Project Management:** Assist in developing and implementing policies and procedures, monitoring budgets, preparing schedules, working with Architect and Engineers, and effectively communicating with all of our Tiny Home partners (including First Nations and Sponsors). All while ensuring the program meets its objectives and goals. Manage Procore Project Management Software.
- **Construction Assistance:** Participate in physical construction work for the Tiny Homes where appropriate including but not limited to general carpentry, flooring, painting, trim, and other small projects in order to keep the schedule on track.
- **Partnership programs & events:** Team day hospitality on site to host corporate groups and volunteers including full days on the construction site, assisting with all projects related to planning, and supporting our partnership programs, deliverables and events.
- **Ambassador:** Knowledge of Habitat HMD to speak to who we are, what we do, projects on the go, and our impact. Understanding our key messaging and mission.

Always represent Habitat HMD with a positive and passionate attitude

This role will contribute to Habitat HMD's ability to meet deadlines, attain strategic goals, and operate partnership programs sustainably. It will also enhance positive brand recognition and reinforce organizational values while fostering a culture of accountability and collaboration.

Core Competencies:

- A 'WE CAN DO ANYTHING' personality - willing to develop, adapt, lead and execute innovative approaches that ensure that our organization exceeds expectations
- Excellent communication skills, both written and interpersonal
- Residential construction experience and basic construction training. Should have an understanding of carpentry, plumbing, and electrical basics, as well as be able to complete finishings such as painting, flooring, trim and installation. Knowledge of safe operation of construction tools and equipment.
- Collaborates effectively with internal and external partners, demonstrating the ability to be a natural problem-solver, team player, resourceful thinker, excellent communicator and organizer, and a detailed note-taker.
- The timely completion of duties including meeting timelines, presentations, people, and projects using Google and Microsoft platforms in order to maintain a historical track record of all tasks completed.
- Above average competency in utilizing software including Google Workspace and Microsoft Office Suite to create such documents, reports, letters, presentations and the like as may be required in the delivery of this program.
- Familiarity with local Building Codes and regulations.
- The ability to multi-task between on-site and in office administrative work, working both independently and in a team environment.

Requirements

Qualifications, Education, and Experience:

- Bachelor's Degree in Urban Planning, Architecture, Engineering, OR
- Diploma in Construction Management, Construction Engineering OR
- Red Seal Tradesperson with 1-3 years of relevant field experience
- Valid G Class Driver's license
- First Aid Certification considered an asset
- Collaborative team player
- Passion for Habitat for Humanity's mission

Working Conditions:

- 12 month term position with potential for a permanent role



Burlington, Dufferin County
Halton Hills, Milton,
Mississauga, and Oakville

We build strength, stability, and independence.

- Monday - Friday, 8am - 4pm. 70% on site and 30% in office.
- Comfortability with a work schedule that requires an adaptable schedule with flexible hours and occasional longer days.
- Meet physical demands of the job including strenuous activity requiring the ability to sit, walk, carry, push, pull, lift up to 40 pounds, climb and bend.
- Valid G Class Drivers license. Frequent travel to Habitat HMD locations, Tiny Home sites, and sponsor locations. Company vehicle will be accessible for site deliveries.

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