



Houston Local Initiative Support Corporation (LISC)

Hurricane Ike Construction Program

Contract Project Coordinator Position Available

Position Summary: Houston LISC is seeking a highly motivated and qualified individual to design and implement its Hurricane Ike Construction Program. LISC is dynamic national nonprofit organization (with decentralized, local office sites) which provides financial and technical assistance to organizations engaged in the creation of healthy neighborhoods in Houston. LISC acts as a funder, lender, advocate, and consultant to these groups as they build affordable housing, revitalize aging commercial strips, and engage their neighborhoods in the important work of community development. The Houston LISC office has been engaged in this activity in Houston since 1989.

Houston LISC recently received a large grant from the Home Depot Foundation to assist low-income families repair their homes that were damaged by Hurricane Ike. The goal for these grant funds is to return families to homes that are safe, sanitary and secure and, to complete repairs that leave the family with more energy efficient homes by utilizing “greening” and sustainable building techniques. LISC will target their efforts to eight Houston neighborhoods. Houston LISC will seek out qualified community partners in each of the eight targeted neighborhoods to identify and provide case management to qualified families, identify volunteer groups and private contractors to provide construction labor and a community organization that can provide fiscal oversight of all funds.

Based on Houston LISC’s expertise and reputation, it is possible that this project will attract additional private resources to support additional reconstruction efforts. A successful candidate would have the ability to engage funding sources and modify existing program based on funder requirements.

Key Responsibilities:

1. Fine Tune Program Design, Implementation and Modification. A successful candidate will be able to move quickly from program concept to implementation. Current Houston LISC staff has been in contact with appropriate partners in several neighborhoods. Actual repairs would begin by the end of the calendar year and be fully implemented by the end of the first quarter of 2009. As additional funding sources are identified, the Project Coordination Contractor would modify and monitor program changes as necessary.
2. Engage Partners. Houston LISC will use existing and new community partners to perform the key functions necessary in the grant. The Project Coordination Contactor will work with partners (both non-profit and for-profit) to assess their capabilities, determine performance measures and provide oversight.

3. Accountability and Oversight. The Project Coordination Contractor will be responsible for ensuring the performance of all contacted partners by establishing performance measures and holding partners accountable for meeting all performance measures.
4. Reporting. The Project Coordination Contractor will ensure that all reports required by funding sources are accurate and submitted according to grant agreements. In addition, contractor will compile stories and written documentation that can be used to convey the story of Hurricane Ike construction assistance in the Houston area
5. Develop Policies and Procedures : The Project Coordination Contractor will develop policies and procedures for all aspects of the construction program. This will include program guidelines, reporting requirements for partners and construction standards.
6. Other Duties as Assigned

Minimum Qualifications:

- Excellent written and verbal communication skills and personable presentation.
- A four year degree or equivalent work experience
- Experience in implementation of complex projects that required creatively thinking and extensive responsibility for program outcomes
- Experience in working with various contractors, stakeholders or customers
- Experience in construction management strongly preferred
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, and internet browser). Experience with Microsoft Office Suite preferred.
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized and work accurately.
- Highly reliable person with a good sense of humor.
- Bilingual (functional Spanish) preferred.

Interested candidates should send a resume, cover letter, and hourly rate information no later than December 5, 2008 to:

Amanda Timm

LISC Houston

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Houston, Texas 77057

atimm@lisc.org

E-mail submissions preferred. **LISC IS AN EQUAL OPPORTUNITY EMPLOYER**