

Operations Director- *Manages all day to day Operations of Project Homecoming*

Overview: This full-time position manages all day to day operations of Project Homecoming, a non-profit rebuilding initiative of the Presbytery of South Louisiana. This position is responsible for the daily administration of operations. The list of responsibilities below outlines tasks involved with the oversight of operations, but there is an expectation that the person filling this position will take the leadership to identify and address changing needs in the operations of the program. This position provides leadership in seeing that the operations of Project Homecoming run efficiently and effectively toward the goal of rebuilding safe, durable, affordable and environmentally sensitive houses by working in partnership with targeted neighborhoods, homeowners, volunteers, and Project Homecoming staff. *This position is currently funded through the end of December, 2010, though there is the possibility that Project Homecoming could continue beyond this timeframe if the necessary funds are raised.*

Administration:

- Administer the day to day operations of Project Homecoming.
- Directly supervise the Volunteer Coordinator, Intake Coordinator/Receptionist, and staff involved in construction (such as Construction Managers, Construction Assistants, Scout, and Warehouse Manager/Procurement), completing performance evaluations, addressing personnel issues in a timely fashion, and resolving staff concerns.
- Responsible for problem solving and mediating all aspects of the operations of Project Homecoming, bringing to the attention of the Associate Presbyter any staff concerns, problems and issues that may need the Associate Presbyter's involvement in resolving these matters.
- Coordinate the recruitment, placement, reporting, and evaluation of Delta Service Corps and VISTA volunteers and see that all required paperwork is submitted as required, including mid-term evaluations, in-kind reports (prepared by PSL Recovery accountant), time sheets, and leave requests.
- Monitor volunteer management, working with the Volunteer Coordinator to ensure effective communications, scheduling, and usage of volunteers and a quality volunteer experience.
- Oversee the tracking and reporting of information for the evaluation and accountability of operations, working with appropriate staff to develop and maintain accurate mechanisms that track volunteer and project statistics.
- Oversee maintenance, registration, and tags for fleet of vehicles.
- Monitor warehouse operations, working with the Warehouse Manager/Procurement to ensure effective warehouse usage, the ongoing inventory and procurement of tools/equipment, and overall warehouse security.
- Work with Warehouse Manager to expand uses and potential for warehouse.
- Communicate with Associate Presbyter to improve Project Homecoming from a daily operational perspective.
- Meet regularly with the Associate Presbyter, who supervises the position and provides overall direction for Project Homecoming.
- Facilitates regular meetings of operations staff.
- Builds teamwork and community among all Project Homecoming employees.
- Supports the mission and vision of Project Homecoming and is continually assessing whether the goals, objectives, and tasks of Project Homecoming's operations are aligned with the organization's mission and vision.

Project Management:

- Facilitates the procurement of cases, networking with other non-profit organizations to find case managed houses and funding for houses. Supplies this information to the Intake Coordinator.
- Works with Intake Coordinator to ensure houses are moved through the intake procedure in a timely manner.
- Works with Construction Managers to ensure consistent quality, efficiency and scope of projects.
- Works with Construction Managers to define and improve the organization's construction procedures and policies in a manner that increases safety, durability, affordability, and environmental sensitivity.
- Works with Scout to verify viability of houses and whether they should be assessed. Has final say on the viability of projects.
- Approves a budget for each project and has final say about the use of funds allocated to the project.
- Monitors all projects from beginning to end.
- Monitor and assess project load and volunteer load of Project Homecoming to ensure continuing viability of the organization's construction operations.

Financial Oversight:

- Work with the Associate Presbyter to create Project Homecoming operational budget, which is approved by presbytery and PDA.
- Ensure that operations and rebuild projects stay within budget.
- Account for finances related to office and construction expenditures, authorizing and approving purchases and ensuring that vouchers are correctly completed and submitted to the PSL Recovery accountant in a timely fashion.
- Monitor requests for homeowner unmet needs, reviewing documentation with Intake Coordinator and bringing requests for use of PDA unmet needs to Director for approval.

Qualifications:

Bachelor's Degree in social sciences, management or other relevant field. Master's preferred.

At least 5 years construction management experience; general contractor license preferred or willingness to pursue and acquire contractor license.

Experience in program administration, management and staff supervision.

Excellent organizational skills.

Communicates well both written and verbally. Strong in conflict resolution, is a problem-solver, enjoys working collaboratively, fosters a team approach.

Ability to work well with a variety of people and volunteers in a faith-based organization that witnesses to God's love and grace.

Able to build networks and relationships across individuals, churches, social service groups.

Experience in volunteer management preferred.

Self-directed, resourceful, flexible, dependable, honest, able to handle paperwork and work with a database.

Previous experience working in a non-profit organization preferred. Loves New Orleans.

Compensation/Benefits: Salary in the \$50,000 range. Medical insurance; 2 weeks pd vacation and paid holidays (as outlined in the presbytery personnel manual).

Accountability: This is a staff position of the Presbytery of South Louisiana, supervised by the Associate Presbyter (Pro Tem) with performance reviews as outlined in the presbytery personnel manual.