

SUSTAINABLE HOUSING MANAGER

Position Terms: Full time (including some nights and weekends)

Position Compensation and Benefits: \$50,000 a year, plus fringe benefits including Medical, Dental, Vision, and Life Insurance; Short and Long-Term Disability; and 403(b) Plan Options.

Position Reports To: Sustainable Housing Director

Organization Mission and Program Areas: Eastside Community Network's (ECN) mission is to develop people, plans, and places for sustainable growth on Detroit's Eastside. Our team implements and facilitates programs and projects to support our community, with a specific focus on Business and Economic Development, Climate Equity, Generational Wellbeing, Health and Wellness, Sustainable Housing, and Youth Development.

Position Description: ECNs Sustainable Housing Manager responsibilities,

- Manage all components of the Detroit Home Repair Fund Program implementation
- Schedule and perform Health and Safety home assessments for Detroit Home Repair Fund according to program guidelines.
- Phone or email communication to schedule appointments with residents.
- Collect resident information to facilitate resource / service delivery and program execution.
- Define project scope, goals, and deliverables.
- Coordinate contractors for home repairs.
- Create and manage multiple project schedules and timelines.
- Evaluate and assess the completion of multiple projects.
- Present stakeholder reports on progress as well as problems and solutions. Implement and manage changes when necessary to meet project goals.
- Work collaboratively with multiple partner organizations and residents, to implement programs that support housing stability in the community.
- Identify, plan, and implement individual and event-based resource application assistance for various housing programs, including (but not limited to) the City of Detroit's Homeowner Property Tax Exemption (HOPE) Program.
- Develop, submit, approve, and execute whole home energy efficiency, weatherization, and repair plans, utilizing resources from DTE's Energy Efficiency Assistance (EEA) Program, the Detroit Home Repair Fund (DHRF) Program, and other programs.

Qualifications:

- Strong verbal and written communicator, able to interact authentically with all different stakeholders including residents, program partners and others.
- Demonstrated knowledge and experience working directly with community

organizations and residents.

- Ability to track and document program progress.
- Ability to negotiate with contractors.
- Strong multi-tasking skills.
- Ability to effectively utilize technology, including (but not limited to) Google Suite, Zoom, RingCentral, Facebook Pages, Salesforce, etc.
- Must be at least 18 years of age.
- Possess construction or housing rehabilitation experience.
- Eastside resident, preferred.

ECN is an equal opportunity employer, and encourages Black, Women, LGBTQ+, and other minority individuals to apply. Please send a cover letter and resume to Nicole Perry at nperry@ecn-detroit.org. Submissions will be accepted until the position is filled.