



REVITALIZE MILWAUKEE

POSITION DESCRIPTION

HEALTHY HOMES PROGRAM COORDINATOR

ORGANIZATIONAL SUMMARY

Revitalize Milwaukee is a 501(c)3 nonprofit organization whose goal is to preserve affordable housing and revitalize vulnerable neighborhoods throughout Milwaukee and Waukesha counties. We are the largest provider of free home repairs to eligible homeowners in Southeast Wisconsin and the only one that provides them for free. While we directly impact individuals and families, we also improve economic stability by keeping long-term, existing homeowners in their homes. This stabilizes neighborhoods and the tax base paid to the city.

Over time, health and safety issues develop from the inability to pay for repairs and other necessary services. Without our free services, many Milwaukee residents would suffer serious injuries or even be forced to move out of their homes that they've lived in for over 30 years.

We employ 15-30 City of Milwaukee licensed and insured minority contractors on a daily basis, providing sustainable wages and helping the local economy.

We operate on an annual budget of 14.2 million dollars. Each dollar received is leveraged approximately 4:1, creating a total reinvestment of \$26 million dollars back into the community. Over 99% of our funding comes from private sources (grants, corporations, and individuals).

Improve lives by providing FREE, professional home restoration, vital safety repairs and life-changing accessibility modifications for low-income homeowners who are senior citizens, veterans and/or persons with disabilities. Our impact is extended beyond the individuals served to revitalize and stabilize vulnerable neighborhoods. Home by home, block by block, entire communities are transformed. Services include accessibility improvements, electrical patch ups, energy efficiency upgrades, general renovations, plumbing repairs, and security updates. Emergency repairs are also available and will be addressed within 24 – 48 hours of the initial call.

Since 2000, RM has completed home modifications for more than 3260 homes with the help of over 24,000 hours of volunteer time and invested over \$26 million into Milwaukee area housing. In 2021 alone we completed over 1730 repairs at 287 homes, impacting 560 individuals.

RM has a proven track record of success and impact. Join our growing team to be part of our success!

More information about us can be found at freehomerepairs.org or freehomerepairs.org/careers

CULTURE AND BENEFITS

WHY REVITALIZE MILWAUKEE?

BENEFITS

- Paid Friday's off every other week giving you 26 three-day weekends a year!
- Opportunity to earn performance-based bonuses
- Competitive salary
- \$300 monthly healthcare stipend - \$3,600 per year
- RM 100% individual premium paid AFLAC Dental, Vision, Health Advocate and AllyHealth
- 5% of salary contributed by organization to 401K with no match required
- Generous PTO package starting at 128 paid hours plus 10 bonus and holiday paid days off (in addition to the bi-weekly Friday's off).
- Cell phone and mileage reimbursement
- Amazing offices in the heart of downtown Milwaukee and paid parking with 24-hour access for you to enjoy dinners, sporting events, and concerts in downtown as well!
- Onsite amenities such as movie popcorn machine, organic fair trade coffee and endless treats.

CULTURE

Our team is passionate about two things: fulfilling the mission and loving our every day. We've learned that in order to do our best work, there must be a holistic balance. So, we incorporate the following developmental and social events and activities right into the workday:

- **MONTHLY LUNCH AND LEARNS** – paid time for the team to connect and grow over a delicious catered lunch.
- **TEAM SOCIALS** – unique opportunities to hangout and share fun experiences outside of the office... think boating and sailing trips, axe throwing, drinks and dinner, game night and more!
- **YOGA** –Free yoga class with a certified instructor
- **PET FRIENDLY** – We adore our furry children - bring you pet to work with you!
- **QUARTERLY TEAM VOLUNTEER DAYS** – we serve our city together!
- **QUARTERLY PLANNING AND DEVELOPMENT DAYS** – revisit and reset your goals
- **PERSONAL DEVELOPMENT OPPORTUNITIES**
- **GROWTH ORIENTED CULTURE**
- **OPPORTUNITIES TO EXPAND YOUR SKILLSET IN A SUPPORTIVE WORK ENVIRONMENT**

AS A HIGHLY COLLABORATIVE AND DRIVEN TEAM, WE LIVE BY THESE VALUES:

- **RESPECT:** At all times, we're respectful. Through our choice of words, tone of voice, body language, and actions, respect is demonstrated by:
 - Prompt response to messages, phone calls, emails, and other inquiries.
 - Effective two-way communication between RM and our partners.
 - Honesty – We tell the truth, do what's right, and honor our commitments even when expensive, inconvenient, or embarrassing.
- **POSITIVE ATTITUDES:** We choose to hold a positive attitude in all that we do to promote flexibility, teamwork, and collaboration in the best interests of each other, our clients, our patrons, and our community. We accept the unconventional working conditions that characterize the nonprofit sector's commitment to helping others. We offer suggestions and solutions when appropriate to improve the circumstances of our clients and our co-workers. Ultimately, we build each other up as a team.
- **ENCOURAGE INITIATIVE:** We promote the growth of the agency. We demonstrate strength and commitment by engaging volunteers, supporting homeowners, and inspiring the community. We respond to the working environment by exceeding the agency's goals and creating a better workplace without being asked to.
- **CONTINUOUS LEARNING, DEVELOPMENT, AND IMPROVEMENT:** We recognize our responsibility to: listen and learn from each other, offer suggestions for improvement, and continuously develop the knowledge and skills to strengthen our ability to achieve RM's mission and services at a high level of accomplishment in support of our community. We build upon our strengths to strive for greater achievements on behalf of our clients and our mission.
- **INTEGRITY AND EXTREME OWNERSHIP:** We are honest in sharing our perspectives; open to understanding different points of view; and always do what we say we'll do. We believe individual and collective leadership drives results; when we fail, we own it, resolve it, and learn the lesson to avoid it in the future.
- **ACCOUNTABILITY AND TIMELINESS:** We commit to uphold these core values to help create a meaningful and enjoyable work culture in which we can all take pride. We meet program goals through consistency and investment of time. We manage time effectively to accomplish outcomes.
- **CUSTOMER FOCUS:** We exist because of our customers' needs. We must understand, anticipate, and act on those needs to meet the expectations and requirements of internal, but primarily external customers, peers, and stakeholders. We will use this insight for improvements in products, services, and to establish best practices.

PRIMARY RESPONSIBILITIES

Work with our dedicated and passionate staff as we accomplish our mission to provide free professional-quality home repairs to low-income homeowners.

We offer a fast-paced, creative environment, and are committed to making a pronounced impact in the community.

Revitalize Milwaukee is seeking a Healthy Homes Program Coordinator to oversee and provide our healthy homes programs including the Asthma Safe Homes Program and the Lead Safe Homes Program. This person will work closely with clients, vendors, and internal staff to ensure our clients receive critical services in a timely, efficient and impactful manner. This person will also ensure all expected grant outcomes are met and RM complies with all grant regulations.

This person is compassionate, driven, and passionate about giving back to our community. This person will have considerable program management skills and work well with a team. This position reports directly to the RM Director of Programs.

- **ASTHMA SAFE HOMES PROGRAM** – Become a certified Asthma Educator through the American Lung Association in your first 45 days of employment. Assist clients through enrollment process and keep appropriate correspondence with clients regarding their program status via phone and email. Conduct home visits for at least 50 qualifying households to educate families on how to reduce exposure to asthma triggers, provide durables and identify asthma remediation projects to schedule with licensed contractors. Track and enter data into internal and grant systems. Oversee the completion of education services at 25 eligible households and remediation projects at 20 eligible households. Be responsible for keeping expenses within the annual budget. Work with the Director of Programs to complete all required reporting for the grant.
- **LEAD SAFE HOMES PROGRAM** – Become a certified Lead Abatement Supervisor in your first 45 days of employment. Assist clients through the program; including enrollment, relocation, and post-job wrap up. Keep appropriate correspondence with clients regarding their program status via phone and mail. Recruit lead abatement contractors, oversee bid processes, and complete daily monitoring of all active projects. Oversee completion of at least 4 lead abatement projects annually from start to finish. Create, update and utilize internal program documents such as vendor and contractor agreements, bid templates, change orders and more. Track and enter data into internal and grant related systems. Be responsible for keeping expenses within the annual budget. Work with the Director of Programs to complete all required reporting for the grant.

ADDITIONAL RESPONSIBILITIES

- Recruit and hire qualifying contractors with skills to complete the projects outlined in each grant.
- Create relationships with relative supply and service vendors to reduce program costs.
- Assist with outreach with the ultimate goal of consistently engaging in the community to increase awareness and trust of all our programs.
- Assist the Director of Development and Marketing in the coordination and planning of all annual events including our Block Build MKE, Golf Outing and Gala.
- Ability to attend and participant in scheduled events and projects on various week nights and weekends throughout the year, including fundraising events, donor appreciation events, volunteer projects and our annual events listed above.
- Additional duties as assigned by the CEO.

EXPERIENCE AND SPECIAL SKILLS DESIRED

- 2 or more years of project management or related experience where you engaged in an organizations day-to-day execution of grant programs.
- Excellent organizational and communication (oral, written, presentation) skills.
- Knowledge and experience in customer service with a strong attention to detail.
- Forward-thinker with an adaptive, problem solving orientation.
- Ability to fluently speak and write in Spanish considered a plus.
- Conceptual skills and ability to develop work plans and project schedules.
- Genuinely driven to help our clientele and the community.
- General computer skills required (MS Office, DropBox, Google Workspace, Monday.com)
- Valid driver's license and ability to visit job sites if needed.
- Ability to prioritize tasks and manage time.
- Ability to clearly communicate and complete goals.
- Ability to work effectively with individuals from diverse backgrounds.
- Demonstrate personal accountability and integrity in all actions.

SALARY AND APPLICATION INFORMATION

Salary commensurate with experience.

\$41,000 - \$47,000 a year.

Please send cover letter, resume with salary requirements to stacie@rtmilwaukee.org