



Rehab Specialist

Non-profit affordable Housing developer is looking for a part time Consultant to work as a Rehab Specialist, providing construction management for residential rehab projects throughout the City of Cambridge.

Since 1975, the Home Improvement Program has been working to help eligible lower income homeowners make needed repairs to their homes, by offering free technical assistance and loan funding for their rehab project. The Program offers each qualified homeowner a complete home inspection, work cost estimates, a low-interest affordable loan to pay for needed renovations and project management assistance. Renovations include roofing and siding, bath and kitchen upgrades, de-leading, structural repairs, inside and outside painting, electrical work, water heater and boiler replacements, code upgrades, etc.

The program Rehab Specialist should be someone with strong construction experience to provide construction management during each project. He or she will work to assist homeowners with the contractor bidding process, drawing up contracts between the owners and owner-selected contractors, provide daily construction site visits to address any owner or contractor questions or concerns and facilitate contractor payments from the owner's construction escrow account held at our office. The Rehab Specialist helps the owner keep the project moving smoothly, facilitates the working relationship between the owner and their contractor, helps projects stay within budget and finish in a timely manner. All program-qualified projects involve owner-occupied properties, with up to (4) apartments in the building.

Each renovation project requires about one (1) hour of construction management time each day (with a little variation, depending on the stage in the rehab process), averaging 5 hours per week. The Rehab Specialist could be assisting 1 to 3 projects in any given week, depending on the season.

Qualified applicants will need their own vehicle for project site visits, have a good working knowledge of residential construction, pricing, code requirements, methods and materials, have good people skills, be organized, maintain concise project records, follow all program guidelines and have reasonable computer skills. The qualified applicant should be an independent worker with a construction background and be willing to work as a team member with Program Staff.

Please email or fax a cover letter and resume to BPerez@homeownersrehab.org, with the subject line "Housing Rehab Specialist Opening" or fax your cover letter and resume to 617-868-1022, attention Bianca. Thank you for your interest.