



## Project Coordinator

Habitat for Humanity New Brunswick is seeking a highly organized and adaptable Project Coordinator to support our Construction Director and broader team in the coordination of build projects, home repairs, administrative systems, and volunteer activities.

This role is ideal for someone who enjoys balancing office-based coordination and administrative work with occasional in-person site support. The successful candidate will play a key role in keeping projects organized, supporting communication with homeowners and contractors, and helping ensure our builds and repair programs operate smoothly and efficiently.

The position is primarily administrative and office-based, with occasional in-person responsibilities at build sites, homeowner locations, and volunteer events. Flexibility and adaptability are important, as responsibilities may vary depending on project needs and organizational priorities.

**Please Note: While this role is provincially focused, the physical location will be in Fredericton, NB.**

### Key Responsibilities:

#### 1. Home Repair Management & Coordination

- Track and coordinate home repair projects and schedules
- Communicate with homeowners regarding repair timelines and updates
- Coordinate with contractors, suppliers, and service providers
- Maintain accurate repair records and documentation

#### 2. Build Site Coordination & Support

- Provide administrative and logistical support for active build sites
- Assist with future build planning and preparation
- Support procurement activities and Gifts-in-Kind (GIK) ordering
- Assist with coordination of work for volunteer build days and special projects (e.g., landscaping days)
- Conduct occasional site visits, take photo documentation, and provide project updates to the team

#### 3. Systems & Database Administration

- Maintain internal records, databases, and tracking systems
- Ensure project information and documentation are accurate and up to date
- Support internal communication and coordination across departments
- Prepare reporting for funding partners

#### 4. Compliance, Registrations & Safety

- Assist with permit applications and required documentation
- Support safety tracking, documentation, and compliance requirements
- Help ensure project files meet organizational and regulatory standards

#### 5. Administrative & Office Support

- General filing, organization, and administrative assistance
- Support document preparation and processing
- Assist team members with operational and coordination needs as required

## **6. Communications & External Engagement**

- Assist with project-related communications and updates
- Support engagement with homeowners, volunteers, contractors, and community partners
- Help collect and share project photos and stories when needed

### **Qualifications & Skills:**

- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Comfortable managing multiple priorities and timelines
- Experience with administrative coordination, scheduling, or project support
- Proficiency with Microsoft Office and database management systems
- Ability to work both independently and collaboratively in a team environment
- Comfortable visiting build sites and interacting with volunteers and contractors
- Valid driver's license and reliable transportation are required
- Satisfactory criminal record check will also be required

### **Preferred Experience:**

- Experience in construction coordination, project administration, nonprofit operations, and/or related fields
- Familiarity with permits, safety documentation, and/or contractor coordination is an asset
- Experience working with volunteers or community-based programs is beneficial

### **Compensation:**

- Salary range: \$19.00 - \$20.50/hour (dependent on relevant skills and experience)
- You will be eligible for employee health/dental & LTD benefits following a satisfactory probationary period
- Full-time employees are also eligible to participate in an RRSP matching program after one year of permanent employment

### **Why Join Habitat for Humanity New Brunswick?**

By joining Habitat NB, you will contribute directly to building safe, affordable housing and strengthening communities across New Brunswick. You'll work alongside a passionate team committed to making a lasting impact for families in need of affordable homeownership opportunities.

### **How to Apply**

Please send cover letter and résumé to: [info@habitatnb.ca](mailto:info@habitatnb.ca)

We appreciate all who apply for this position. Only candidates who are selected for an interview will be contacted.