



A 5-YEAR PLAN TO
ADDRESS UNSHELTERED &
SHELTERED HOMELESSNESS
IN DULUTH, MN

SteppingOnUpDuluth.org

Job Description: Construction Project Manager (Part Time)

Exempt: No

Status: Part Time

Salary Level: Starting at \$25/hr

Date: March 2024

Supervisor: Project Organizer, Stepping On Up

Approved by: Executive Director, Chum

Summary:

Stepping On Up, a collaborative of housing and homeless service providers in the Duluth area, is urgently hiring a part time Construction Project Manager to provide coordination, oversight and budgeting of capital projects serving people experiencing homelessness and housing insecurity. The Construction Project Manager must have strong communication and project management skills, be aligned with the values of Stepping On Up, and have familiarity with building code and construction.

Stepping On Up seeks to transform the homeless response system in Duluth over five years, ensuring that no one is forced to live on the streets and that a person's experience of homelessness is brief. The plan includes the creation of over 300 new units of shelter, transitional and permanent housing. The Construction Project Manager will oversee projects of varying complexity, including landscaping and outdoor amenities, improvements to and renovation of existing emergency shelter and drop-in facilities, and construction of new, small scale, innovative shelter and housing projects. This is an exciting opportunity to work with passionate individuals across a variety of organizations to make meaningful, positive community change.

Construction Management Duties (may include the following, other duties may be assigned):

- Oversee feasibility and design process, engaging architects, city planning and construction services, and project stakeholders; assure compliance with all regulations and funder guidelines.
- Develop a cost-effective plan and schedule for completion of project(s).
- Manage construction bidding process, administer construction contracts, and secure necessary permits, licenses and insurance.
- Assure timely and clear communication between designers, general contractor, property owner, financial team, program operators, volunteer organizations and other key stakeholders.
- Track progress and assure projects stay on budget and on schedule. Produce documents for any change orders that occur over the course of the contract.
- Create project dashboards and prepare monthly status reports to key stakeholders and Stepping On Up partner organizations.

Knowledge and Skills:

- Strong written and oral communication, interpersonal and negotiating skills.
- Proficiency with Microsoft Office Products.
- Knowledge of construction industry practices and regulations.
- Detail-oriented and capable of managing priorities.
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
- Out of the box thinking and problem solving, able to adapt to a variety of project types and timelines that may need to be adjusted based on funding, contractor and supply availability
- Must be a self-starter and motivator.

- Be a team player comfortable working with a variety of community partners in both formal and informal settings.
- Understanding of issues related to homelessness and housing, and a commitment to positive community solutions.
- Cultural humility and openness to learn from and implement housing strategies that are trauma informed and responsive to the needs of diverse populations of people.

Education and/or Experience:

Minimum of two (2) years of experience in construction and/or project management. A Bachelor's degree in Accounting, Business, Construction Management or similar field preferred. Experience and a high degree of competency may offset degree requirements.

Working Conditions:

- Hybrid remote and in-person at an office in Duluth, MN.
- Ability to travel to job sites and meetings.
- Average 20 hours per week, flexible schedule depending on project timelines.

To Apply: Please send a cover letter and resume by e-mail to chum@chumduluth.org with “Construction Project Manager” in the subject line. Resumes will be reviewed as received and the position will be open until filled.

Candidates with lived experience of homelessness and BIPOC individuals are strongly encouraged to apply.