



665 Nazareth Farm Road
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Project Coordinator sought for Nazareth Farm, a Catholic volunteer community serving those in rural West Virginia by providing home repair service experiences to high school and college volunteers.

The ideal candidate:

- is an active Catholic who is committed to living out her or his faith through action and contemplation;
- has experience in construction – especially roofing, interior repair, ramps;
- has experience and a desire to work with high school and college students;
- has experience and willingness to learn and train staff and volunteers on home repair skills;
- has an openness to prayer, simplicity, and living in community.

Room, board, salary, and benefits provided. Applications accepted until position is filled.

Send cover letter and resume to: nazarethfarm@gmail.com. Please put “Project Coordinator Search” in the subject line. For more information on our mission and for a complete job description, visit: www.nazarethfarm.org/projectcoordinator/.

Nazareth Farm is a Catholic community in rural West Virginia that transforms lives through a service retreat experience. We are devoted to living out the Gospel message through the cornerstones of community, simplicity, prayer and service. We serve alongside our neighbors to address sub-standard housing by providing home repair. We celebrate the richness of Appalachia and experience God through building relationships between our volunteers and the local community.

Project Coordinator Job Description

Definition:

Under the general direction and in collaboration with the Director, the Project Coordinator is responsible for staff development and worksite coordination.

Duties and Responsibilities

- Assesses project requests with the Director
- Recommends and prioritizes projects
- Creates written plans and diagrams for selected projects including estimated costs, time, labor and equipment needed for project completion
- Instructs staff on skills and techniques for leading worksites



- Monitors work sites through close contact with work site coordinators, homeowners/families
- Ensures that volunteers are properly trained and given safety instructions

Farm Projects

- In conjunction with the Director, notes maintenance needs of Farm buildings and grounds
- Sets priorities and deadlines for completion of Farm projects
- Researches and purchases new tools and hardware (or solicits donors for these)
- Oversees maintenance and repair of Farm tools and hardware

Materials & Supplies

- Purchases and orders all materials and supplies for projects
- Oversees the efficient use of materials and supplies
- Maintains accurate inventory of project supplies
- Processes receipts for project and farm improvement supplies
- Creates and delivers bills for homeowners

Administration

- Administers proper safety standards through orientations for volunteers, staff and homeowners at the Farm and at all worksites
- Maintains documentation related to worksites
- Performs other construction tasks as assigned by the Director

Community and Public Relations

- Maintains a good relationship with the Project Consultant, a local person who can advise on difficult construction matters
- Works closely with the Director
- Is the contact person for local social service agencies requesting home repair help, and maintains positive relationship with agency staff
- Upholds standards and values as described in “Responsibilities of Community Members” in the Community Handbook

Qualifications:

- Two years construction experience with a working knowledge of basic home building skills including framing, roofing, drywall, porches/ramps and trim work (Skill with plumbing, electrical or related field is a plus but not required). Candidates who do not have this experience level need to demonstrate a desire and motivation to be trained in these areas.
- Ability to teach staff and volunteers
- Strong leadership and organizational skills
- Open to collaborative ministry with volunteers and the people of the area
- A person of deep faith open to the Catholic tradition experienced in youth/young adult ministry
- Working knowledge and belief in Catholic social teachings
- Openness to prayer, simplicity, and living in community
- Minimum of a two year commitment
- Openness to living in community with other staff