



chrcatlanta.org

Director Of YouthBuild

The **Community Housing Resource Center** is a non-profit organization that works to support affordable housing choices and community development in underserved neighborhoods. This mission is achieved through four programs: Home Repair Program for low income seniors and the disabled. The Service Learning Program connects college students with community-based organizations for semester-long projects. Our Design/Build Studio designs and builds affordable and sustainable housing throughout Atlanta. YouthBuild, our newest program, is a program funded by the Department of Housing and Urban Development (HUD) that uses residential construction skills training, GED and life skills training, and counseling to help at-risk youth succeed in life. The CHRC will begin its inaugural YouthBuild session in September 2006. The Director has overall responsibility for developing, fine-tuning and managing the program. Relationships and details outlined in the initial grant application must be further developed, to create a strong and rewarding program.

RESPONSIBILITIES WILL INCLUDE:

- Finalize details of program outlined in the grant application with program partners, such as; Operation PEACE, Southface, Construction Education Foundation of Georgia, GSU, UGA, City of Atlanta, Fulton County, and others
- Manage the YB program to meet or exceed program goals for student participants and housing production as described in the HUD application
- Oversee hiring and management of program staff, many of which are non-traditional employees
- Develop a daily, weekly and quarterly program schedule
- Develop and manage program budget
- Work with the CHRC Design staff to secure lots for construction projects and coordinate construction resources
- Coordinate construction projects, schedules and budgets with other CHRC staff
- Work with program partners to establish and execute a solid recruiting strategy for program participants
- Work with the CHRC financial manager and local HUD officials to ensure accurate and timely accounting and reporting to HUD
- Prepare reports on program participants and construction projects
- Work with the Director of Development to identify and secure additional funding, sponsors and partners for the YouthBuild program.

QUALIFICATIONS

The Director of YouthBuild should have at least 4 – 5 years of experience with youth development programs, and 2 years of management experience. Excellent communications skills with both professional partners and at-risk youth are required. Applicant should also have experience managing program budgets and coordinating multiple program aspects and partners. Some knowledge of residential construction and/or government contracts will be very helpful.

A Bachelor's degree is required, a master's is preferred. Computer literacy is highly desirable, specifically a good working knowledge of MS Word, and Excel and other MS Office applications. A commitment to community service is absolutely necessary and experience in the non-profit sector is desired.

Schedule: Monday – Friday, 8:00am - 5:00pm, additional hours as necessary including some nights and weekends.

Salary: Reviewed annually

Insurance: Medical insurance

Paid Days Off (PDO's):

PDO's are awarded and used according to the PDO policy on page 12 of the Employee Manual.

The Director of YouthBuild shall receive PDO's as follows:

- Seventeen (17) PDO's per year during the first four (4) years.
- Twenty-two (22) PDO's per year after the first four (4) years.

In addition to the allotted number of PDO's full-time staff will also receive the following nine (9) days as PDO's. These days are New Year's Day, Martin Luther King's Birthday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving & the Friday after, and Christmas Day.

APPLICATION PROCESS:

Cover letter and resume should be submitted to:
CHRC
ATTN: Director of YouthBuild Search
659 Auburn Avenue, Studio 153
Atlanta, GA 30312
resumes@chratlanta.org.

Note: The above statements are intended to describe the general nature and level of the work being performed by people assigned this position. They are not exhaustive lists of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position.