



# Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

**Job Title:** Project Coordinator – Residential / Commercial Properties  
**Department:** Strategic Initiatives  
**Reports To:** HRCAP – Chief Operating Officer  
**FLSA Status:** Exempt

**SUMMARY:** Under the guidance and supervision of the Chief Operating Officer, the Project Coordinator is expected to provide the highest level of customer service for both internal and external customers.

**FUNDING NOTICE:** Position will be reviewed by March 31st annually to determine funding availability in the new fiscal year beginning July 1st annually.

**COVID-19 NOTICE:** Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following: Other duties within the scope of this position may be assigned. Coordinates construction schedules for all weatherization and rehab projects assigned. Coordinates and/or performs electrical, plumbing, carpentry, and dry wall repairs as needed for the agency. Meets routinely with assigned contractors and vendors. Assists with the delivery and installation of items purchased to complete internal and external projects. Assembles items as needed. Reviews project plans to determine time frames, funding limitations, procedures for accomplishing. Monitors subcontractors to ensure services are provided in an efficient and effective manner while remaining within budgetary limitations. Conducts final inspection of project to ensure quality work of contractors before final payment is made. Ensures monthly safety meetings occur for staff and contractors and document attendance. Assists in educating customers and the community about energy savings and related energy issues. Provides literature and responds to questions. Operate assigned agency vehicle. Performs other related duties as required.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree in Business or Construction, OR related field with 3 to 5 years of documented professional experience. An equivalent combination of education and experience will be considered in lieu of a degree. Ability to communicate across a wide socio-economic spectrum. Ability to work evenings and weekends, as needed. Knowledge of energy-saving programs and related programs with a general understanding of electrical, plumbing, carpentry, heating/air systems and lead-safe work practices. Must have the capacity to complete projects on schedule and independently. Proficient in MS Office-Excel, PowerPoint, and Word. Must possess and maintain a valid Virginia driver's license. Criminal record check and driving record required for employment.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required. Must have OSHA 30 Hour Training Course for Construction Safety within 120 days of employment. If not, the agency will provide the certification. Must have or earn Lead Certification within 90 days of employment. If not, the agency will provide the certification.

Must become First aid and AED certified within 90 days of employment. If not, the agency will provide the certification. Must be Fit Tested for mask/respirator within 90 days of employment as required by OSHA. If not, the agency will provide the certification.

**Salary:** Negotiable; Forty (40) hours per week with Benefits

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <http://www.hrcapinc.org> to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.