



We build strength, stability, self-reliance, *and* shelter.

### **JOB POSTING**

- Position Title:** Construction Crew Fellow - NOVA
- Employment Type:** Full-time, Non-Exempt, 40 hours per week
- Schedule:** Flexible rotating shifts between Monday-Friday and Tuesday – Saturday (7:00am – 3:00pm)
- Term:** Temporary 12-month position
- Compensation:** The hourly rate for this position is between \$18.00 - \$20.00/hour with an additional transportation stipend, commensurate with experience and qualifications.
- Reports to:** Director of Construction - NOVA

### **POSITION OVERVIEW:**

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks an individual to join our team as a Construction Crew Fellow. This is a temporary twelve (12) month position.

The Construction Crew Fellow plays an integral part in building and repairing homes. They lead groups of skilled and unskilled volunteers and homeowners in construction activities while maintaining a safe, efficient work environment, thus developing and enhancing their volunteer management and construction skills. Members will mostly serve in Washington, D.C. but may be required to assist on projects in Northern Virginia as needed. Most of our current buildings are not metro-accessible so a vehicle is recommended.

### **COMPENSATION AND BENEFITS:**

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly rate for this position is between \$18.00 - \$20.00 per hour with an additional transportation stipend, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

### **ABOUT HABITAT DC-NOVA**

DC-NOVA Office  
4245 North Fairfax Dr., Suite 650 Arlington VA 22203  
Phone: 703.521.9890 Fax: 703.521.9893  
<https://www.habitatdcnova.org>

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](https://www.habitatdcnova.org).

### **RESPONSIBILITIES:**

- Assist with all aspects of hands-on construction tasks including, but not limited to, demolition, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry and landscaping.
- Projects may include new construction, rehabilitation, critical home repair and weatherization projects.
- Lead small groups of volunteers and facilitate safe and positive experiences for everyone working on site.
- Maintain site safety by adhering to Habitat construction safety policies, modeling best practices and guidelines, volunteer instruction and site monitoring.
- Use volunteer management techniques to facilitate positive experiences for volunteers and homeowner families working on site.
- Collaborate with construction staff to identify skilled, enthusiastic volunteers, cultivating their involvement in Habitat's work (i.e. encourage them to consider being trained as regular site leaders and/or returning volunteers).
- Maintain site safety by modeling best practices and guidelines, volunteer education and site monitoring. Attend safety training with construction staff.
- Provide on-site orientations and safety talks to groups of volunteers and homeowner families.
- Help with materials management on site and at the affiliate warehouse and storage trailers. Pick up and organize materials needed for projects.
- Set up and clean-up project sites.
- Maintain site logs for each project completed for supervisor to assess progress and next steps.
- Participate in regular planning and debriefing meetings as needed.
- On occasion, members may participate in larger community projects, such as lot cleanups, community gardens, etc.
- Attend and participate in select affiliate events; responsibilities may include set up, clean up and engaging with attendees, our affiliate's mission, the Home Repair program, and how to become a volunteer or homeowner family.
- Other duties as assigned

**QUALIFICATIONS:**

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Must have a car and be willing to travel to multiple sites on a weekly basis
- Ability to exercise excellent judgment in representing the organization
- May require sitting or standing for long periods of time
- Must be able to lift up to 30lbs.

**TO APPLY:**

To apply for this position, please submit a resume to Nathalia Tobar at [hr@habitatdcnova.org](mailto:hr@habitatdcnova.org), Include “Construction Crew Fellow - NOVA” in the subject line.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, age, sexual orientation, gender identity, genetic information, national origin, veteran or disability status.

Habitat for Humanity of Washington, DC & Northern Virginia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact [hr@habitatdcnova.org](mailto:hr@habitatdcnova.org).