



Volunteer Events Manager

JOB TYPE: Full Time Hybrid

SALARY: \$60,000

ADDRESS: 3001 Stokley St, Philadelphia, PA 19129

Anticipated Start Date: February or March 2024

Come and join a team where we all have each other's back.

The way we work is as important as the work we accomplish. Rebuilding Together Philadelphia (RTP) staff celebrate each other's achievements, provide constructive feedback, and share decision-making. RTP is committed to the deep and often uncomfortable work of striving to be anti-racist, sharing power, and supporting LGBTQ+ equality. RTP strives to be a safe place for all employees.

RTP embraces diversity and equal opportunity in a serious way. We are committed to building a team with a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Please see RTP's [Diversity and Inclusion Statement](#) and our [Pronoun Statement](#).

ABOUT REBUILDING TOGETHER PHILADELPHIA: Rebuilding Together Philadelphia (RTP) is a non-profit that revitalizes communities by transforming vulnerable houses into safe, healthy and energy-efficient homes. Each year, RTP staff, subcontractors and 500 volunteers provide free safe and healthy home repairs to 150 homes in Philadelphia.

For more information, please visit www.rebuildingphilly.org.

POSITION REPORTS TO: Deputy Director of Programs

OVERVIEW OF POSITION:

The Volunteer Events Manager is a full-time, exempt position. A successful Volunteer Events Manager will have a clear commitment to our mission as well as previous volunteer event management and familiarity with residential construction projects. They will lead event days and volunteer logistics for RTP's Block Builds as well as a few other events. Block Builds are two-day volunteer events where 100-150 volunteers provide repairs in 8-10 homes on the same block. In addition to leading event logistics, the Volunteer Events Manager will project manage repairs for 15 homes each year.

PRIMARY RESPONSIBILITIES

- **Project Management for Rebuilding Volunteer Events**
 - Coordination with community partners and staff to establish volunteer needs and event logistics.
 - On Rebuilding Days, serves as contact point for volunteers, staff, and homeowners.
 - Manage and develop relationships with skilled volunteers to lead rebuilding projects.
 - Facilitate continuous improvement of RTP's volunteer events through survey analysis and volunteer feedback.
 - Utilize Salesforce for volunteer registration, reporting, and repair project tracking.
- **Manage Home Repairs for 15 Homes Each Year**
 - Conduct home evaluations and develop work scopes.
 - Hire contractors, manage repairs, and inspect all construction work.
 - Organize and track all necessary paperwork (work scopes, invoices, receipts, homeowner agreements, etc).
 - Manage reporting requirements, grant compliance, and stay within construction budget.

CORE COMPETENCIES AND SKILLS

Successful candidates should be able to demonstrate most, but not necessarily all, of these competencies and a willingness to grow in areas where they have less experience.

- Experience working with volunteers or managing volunteer events.
- Ability to manage and coordinate events effectively, balancing long-term planning with medium- and short-term objectives.
- Proficiency working in an office environment that requires regular use of Microsoft Office suite, e-mail, shared calendars, shared network drives, and a client database.
- On rebuilding days, able to work long hours and occasional Saturdays.
- Strong planning, attention to detail and organizational skills.
- Experienced driver with an active driver's license.
- Initiative & Ownership – RTP employees are asked to take responsibility for their own work, ask questions when they need help, and deliver high quality work without micromanagement.
- Emotional Awareness & Cultural Humility – RTP employees are asked to demonstrate awareness and empathy of the way emotions and cultural perspectives show up in our work and work effectively with a diverse population of clients, partners, and volunteers.

OTHER DESIRED SKILLS OR EXPERIENCE

Successful candidates may have any of these additional skills or experience that will improve their ability to execute the responsibilities of the Program Manager.

- Residential home inspection & construction experience.
- Knowledge or certifications in safe and healthy housing or building science.
- Experience working directly in the building trades fields (carpentry/electrical/plumbing/etc.).

SALARY/BENEFITS

Starting salary is \$60,000.

- Employees receive healthcare, dental, vision, life insurance, short-term disability and retirement benefits (with no personal match required for retirement).
- New hires work on-site at our office at least three days per week for the first six months. After that period, alternate remote work policies can be put in place with coordination from your supervisor. Our office is at 3001 Stokely St., Philadelphia, PA 19129
- Unlimited paid time off (PTO) with a **minimum** recommendation of 15 PTO days per year. There is also PTO for 9 federal holidays, the last Friday of every month, and the week between Christmas and New Year's.
- Commitment to supporting professional development for all staff.

APPLICATION INSTRUCTIONS & WHAT TO EXPECT IN THE HIRING PROCESS

1. To apply, please submit a resume and cover letter to jbiggert@rebuildingphilly.org with Volunteer Event Manager in the subject line. Applications will be reviewed on a rolling basis. No phone calls please. Rebuilding Together Philadelphia is an equal opportunity employer.
2. All applications will be reviewed individually, and some will be selected for a 15-30 minute first-round phone interview. Phone interviews will likely begin in December or early January.
3. Following the first-round interview, the candidate pool will be narrowed, and the remaining candidates will be invited to an in-person interview with 2-3 staff from RTP. Zoom interviews may be conducted for candidates who are not able to make it to the RTP office.
4. A final candidate will be selected following the in-person interviews and reference checks, and RTP will make a formal job offer.

All candidates will receive notification of the status of their application at the end of the interview process. Interview questions will be provided ahead of time to ensure all candidates have time to prepare. Due to the nature of RTP's work, which regularly requires staff to enter the homes of seniors and immunocompromised individuals, the Volunteer Events Manager will be required to be fully vaccinated against COVID.