



Job Title:	Lending Tool Program Manager	Department:	Lending Program
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Occasional/Local
Starting Salary:	\$47,840 per year	Position Type:	Full-time (40 hours per week)
Benefits:	160 hours PTO, health insurance (including vision and dental), 10 additional paid holidays, paid trainings, and conferences/professional development, and generous monthly wellness stipend		

To apply: E-mail khumes@communityhomeworks.org

Subject Line: Lending Tool Program Manager Resume

Attention: Kaylen Humes, Deputy Director

**Please include your resume and a list of references.

Position Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs, homeowner education, and tool lending to foster self-sufficient and successful homeowners.

The Lending Tool Program Manager supports Community Homeworks by managing the organization's new lending tool program and volunteers. The new lending tool program will launch in mid-2024. This job involves direct contact and frequent interaction with our participants, volunteers, community partners and others who support our programs and services. This individual must represent Community Homeworks in a professional manner with exceptional customer service. This individual must excel at project management and be extremely organized.

Responsibilities:

Lending Tool Program Manager:

- Develop systems and processes to launch the organization's new lending tool program, including acquisition of program items, tool inventory management, and maintenance.
- Acquire the initial phase of lending inventory to align with the organization's education workshop curriculum.
- Develop a new volunteer orientation and training program.
- Prepare training and safety material for tools and supplies available to borrow.
- Recruit and train an inaugural team of lending program volunteers to help with checkout/in, maintenance of items, and participant training.
- Manage the lending program's marketing and outreach efforts.
- Partner with other community organizations to expand collaboration.
- Track and report on program outcomes and assist with data management.
- Assist with periodic booth and community outreach events.
- Assist with periodic education workshops and events.
- Develop and execute the organization's smoke and CO2 detector safety and weatherization basic home audit programs, utilizing the support from volunteers.
- Help ensure cleanliness and attractive appearance of lending storage areas.
- Help prepare for other hosted community events in the Community Homeworks' building



- Perform other related duties as assigned by supervisor.

Minimum Qualifications

- Skilled at project management and execution.
- Highly organized and ability to multitask in a fast-paced environment.
- Self-starter and take demonstrates initiative.
- Must have excellent interpersonal communications skills, both one on one and in large groups.
- High school diploma or GED required.
- Minimum of 18 year of age, legally authorized to work in the United States.
- Pass criminal background and sex offender registry
- Ability to work a flexible schedule (limited evenings and weekends are required).
- Physical ability to stand, bend, and lift up to 50 pounds on a regular basis.

Preferred Skills

- Familiarity with basic home repair/maintenance and commonly used tools and supplies.
- Experience and skilled in working with and providing excellent customer service to people of diverse backgrounds.
- Experience using (or willingness to learn) Microsoft Office (Word, Excel, PowerPoint), email, and database management programs.
- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**

Community Homeworks is an equal opportunity employer.