Habitat for Humanity® of Douglas County Minnesota

Site Coordinator

Position Summary: The Site Coordinator is responsible for the construction of safe, decent, affordable housing. This position executes the plans to deliver construction of housing on time and on budget from pre-construction to owner closing, including on-site volunteer supervision and subcontractor coordination.

Reports to: Director of Construction

Key Responsibilities:

- Lead new home construction and ensure timely, high-quality completion of all homes.
- Supervise and lead on-site construction with crew leaders and volunteers, creating a positive and encouraging work atmosphere for all.
- Ensure safety guidelines are followed on-site and adequate training is provided to construction team and daily volunteers.
- Ensure construction standards and methods reflect current best practices, with particular attention to current HFHI standards, affordability, volunteer-friendliness, sustainability, energy efficiency, and accessibility/universal design.
- Monitor site recycling, material reuse, and material storage.
- Maintain inventory of tools and equipment.
- Ensure adequate materials and tools are available on construction sites.
- Oversee completion of punch-list items with the Director of Construction.
- Work with the Director of Construction on planning for future construction cycles.
- Work with partner families on callbacks, warranty issues, or maintenance advice.
- Work closely with the volunteer coordinator, coordinating weekly and monthly schedules as well as long-term planning for volunteer needs.
- Assist the Director of Construction with procuring construction materials through the competitive bid process and in the development of donations of professional labor and in-kind materials.
- Properly code and turn in invoices and sales receipts for purchased materials and all construction-related expenses.
- Complete weekly timesheets and required paperwork in a timely manner.
- Always reinforce core values, positive work environment, creative problem solving, and collaboration.

Qualifications:

- Experience in construction is required.
- Knowledge of standard building codes and local government jurisdiction policies and procedures for inspection.
- Obtain Competent Person certification through HFHI within the first month of the job and renew annually.
- Basic computer skills including Microsoft, Excel, and Outlook.
- Knowledge of Buildertrend software is a plus but not required.
- Valid driver's license and ability to be insured by Habitat's vehicle insurance policy.
- Ability to drive a vehicle with a trailer attached.

Knowledge, Skills, and Abilities:

- Detailed knowledge of techniques and principles of residential construction.
- Skill in using machines, equipment, and specialized tools used for construction.
- Basic mathematical aptitude to calculate building measurements, quantities, etc.
- Ability to plan, schedule, prioritize, coordinate, delegate, and manage multiple work activities.
- Technical understanding of land and infrastructure design with ability to read and interpret building plans and specifications.
- Safety and first-aid training for emergencies on-site.
- Attention to detail and overall quality control.
- Strong organizational and team management skills.
- Strong people skills, dealing well with a variety of people, personalities, and backgrounds.
- Demonstrate servant leadership, embody the Habitat for Humanity mission and exemplify a collaborative, decisive, and motivating communication style.

Work Environment/Physical Demands:

This job operates on an active construction site and will require climbing, lifting, working at heights and in all kinds of weather conditions. The employee must frequently lift, move and/or load items over 50 pounds with mechanical assistance or a team. Approximately 90% of the time will be spent on an active job site with the remaining 10% in an office environment.

Habitat for Humanity of Douglas County is an Equal Opportunity Employer.

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Join our team!

About Habitat for Humanity
Habitat for Humanity of Douglas County was established in 1997 and is a nonprofit Christian housing ministry committed to creating homeownership opportunities for income-qualified individuals/families. We also partner with existing homeowners to affordably improve the safety and accessibility through minor repairs in their home. With our help, Habitat homeowners achieve the strength, stability and independence they need to build a better life for themselves and their families.

Position Summary
Title: Site Coordinator
Employment Type: Full-Time
Classification: Hourly, Non-Exempt
Wage Range: $25-$28 per hour, depending on qualifications and experience
Location: Douglas County, Minnesota

Benefits
Our benefits package is designed to support the well-being and professional growth of our team members and includes three weeks of Paid Time Off (PTO), volunteer time off, paid holidays, a retirement plan with employer matching contributions, health, dental, vision, life, and disability insurance, ongoing professional development opportunities, and paid leave for mission travel with Habitat.

How to Apply
Please submit a cover letter, resume, and references to careers@hfhdouglascounty.org. Applications will be accepted until the position is filled. First review of applications will be on November 13, 2026.

All candidates must complete and pass a background check prior to employment. Habitat for Humanity of Douglas County is an Equal Opportunity Employer.