



Construction Office Intern

Job Description

The successful candidate will work with the Construction Operations Director in all areas of Habitat's construction process. The intern will help devise new ways for the construction office to operate more productively and efficiently. This individual must have a great eye for detail with administrative tasks and be capable of communicating with numerous individuals within the organization. The intern will act as a liaison between Habitat for Humanity and his/her campus and student programs.

Tasks may include

- Assisting in defining construction policies and establishing best practices for operations
- Helping assemble and improve Habitat's Build Book (a building guide for skilled and unskilled construction volunteers)
- Administering communication with Greater Cleveland Habitat for Humanity partners
- Troubleshooting issues that arise in daily construction projects and site management
- Organizing and structuring paperwork and purchase orders, plus spreadsheet maintenance for construction operations
- Other duties as assigned

Benefits to the student

This internship will provide the student with an excellent opportunity to work closely with highly skilled construction engineers and managers who, like the student, hope to make a difference in their own neighborhoods. The student will be afforded the opportunity to immerse him/herself in an intense construction situation, learning much of what it takes to build a structure from the ground up. This is also a fantastic opportunity for the student to widen his/her pool of contacts within an internationally renowned organization that truly changes lives.

Qualifications

- Student enrolled in accredited school of higher education
- Computer proficiency (Microsoft office)
- Ability to multi-task and to work independently
- General construction knowledge preferred
- Commitment to the mission and principles of Greater Cleveland Habitat for Humanity

Internship has a paid stipend, with the expectation of at least 140 hours per semester (roughly 10 hours per week).

Submit resume and cover letter to:

Greater Cleveland Habitat for Humanity, Attn: Volunteer Programs Director

6920 Union Ave., Cleveland, Ohio 44105

Email: volunteering@clevelandhabitat.org

EQUAL OPPORTUNITY EMPLOYER M/F/V/H

Saved as: s:\volunteer department\intern program\job descriptions\current\construction intern 10-05