



Intern Job Description: Crew Leader

Hattiesburg Area Habitat for Humanity (HAHFH) is a Christian organization that builds and rehabilitates simple, decent houses with the help of homeowner (partner) families. HAHFH is an affiliate office of Habitat for Humanity International and works to improve the living conditions for low-income Forrest and Lamar County residents. The non-profit organization works in partnership with people in need from all walks of life to develop communities by building safe and affordable housing.

Position: Crew Leader

Description: Hattiesburg Area Habitat for Humanity seeks a dynamic, self-starter to assist the Construction Manager. This internship is an excellent opportunity to experience various aspects of Project Management and Construction Site Supervision while working for well-known community based nonprofit organization.

Responsibilities:

A. Assist with Planning for Habitat Projects

- Assure that Habitat has the necessary tools for construction/project and that they are well maintained
- Assist in securing the building and environmental permits
- Assist in hiring or finding volunteer contractors to put in foundation, septic sewer connection, well or water, electrical, plumbing, HVAC, insulation, and drywall finishing
- Obtain certificates of insurance from all contractors

B. Management of Materials & Tools

- Establish a take-off list for each project as needed (as needed)
- Assist in bidding out materials needed or ask for donated materials
- Assure that ordered materials reach site and are inventoried & checked for quality
- Inventory & check quality of materials delivered to site and return rejects

C. Supervise Volunteers

- Coordinate the work of volunteers
- Teach volunteers how to complete the necessary tasks
- Involve the future homeowners in the construction process; team with regular volunteers
- Assure that all work done is high quality and completed in a timely manner
- Remove all tools and materials from site at end of project

D. Inspections

- Assist in the responsibility for meeting all applicable building codes
- Call and schedule the appropriate inspections of the project

E. Punchlists

- Ensure that all punchlist items are completed correctly and in a timely manner

Qualifications:

- Firm grasp of construction site and project management
- Completed or working toward a college degree, preferably in a related field (e.g., Engineering, Construction, or Project Management)
- Previous internship or related experience in construction or project management is a plus
- Ability to communicate in a professional manner with volunteers, subcontractors, homeowner partners, press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Habitat for Humanity and the families we serve

Start Date: Position open until filled, requires 3 – 6 month commitment.

Hours: 8 – 24 hours/week, preferably three 8 hour days on site/in office.
In town travel will be required. Evening and weekend work will be required.

Compensation: This is an **Unpaid**/Volunteer internship

To Apply: Please send cover letter and resume to amuhammad@hattiesburghabitat.org.

Hattiesburg Area Habitat for Humanity is a Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.