**Pee Wee Homes**

**Part-Time Program Administrator Job Description**

**About Pee Wee Homes:** Pee Wee Homes builds, manages, and supports affordable, accessible, small homes -- homes that individuals with fixed income or earning minimum wage can afford; homes that allow older individuals to age in community; and, importantly, homes that support independence in the context of community. Pee Wee Homes is a nonprofit organization based in Chapel Hill, NC. Pee Wee Homes has completed two small development projects over the last 3 years, with 5 residents who have all made transitions out of homelessness.

**About the Position: ​**Pee Wee Homes has received abundant interest from our community in building additional units across town, with inquiries from faith communities, local governments, and private landowners alike. The need for these homes is tremendous, and we are hiring this part-time administrator to level up our capacity, enabling us to better leverage these opportunities for growth and impact. To date, we have done our work as an all-volunteer organization; we have come to acknowledge that as long as we remain all-volunteer, our potential for growth is strictly capped. In order to provide the needed attention to an increasing number of tenants, to continue to raise funds and find new ways to finance and build homes, to collaborate with others to identify building sites (these small homes can be built on patches of land too small for other kinds of construction!), and to expand and flourish as an organization, we are making the exciting step of hiring a Part-Time Program Administrator.

**Duties:**

*Tenant Support:*

● Support our growing base of tenants through regular check-ins and community-building activities (5 current tenants)

● Coordinate timely response to tenant concerns or challenges

● Steward the tenant selection process when new units become available (~Once per year)

● Maintain contact with sub-contracted property manager to ensure monthly maintenance

duties are performed and repairs are conducted in a timely manner

● Administer annual lease recertification process for tenants

*Organizational Development:*

● Assist our fledgling nonprofit with building the infrastructure and organization needed to sustain and create high-quality affordable housing with the Pee Wee Homes model

● Coordinate meetings of the Board of Directors and Committees, acting as a Project Manager to ensure follow-through and completion of initiatives

● Facilitate the creation of key organizational policies for proper stewardship and best-in-class property management

● Supervise 1-2 volunteer interns seasonally, hired at the discretion of the Program Administrator based on organizational needs

● Assist in completion of administrative duties essential to maintaining the organization

*Partnership Development, Resource-Raising, & Communications:*

● Pursue dialogue with interested faith communities and private landowners about building Pee Wee Homes on their property, providing technical assistance and process support to turn these exploratory conversations into real housing (3-4 interested parties per year to start)

● Recruit new opportunities for development through proactive outreach activities and fundraising, including interest meetings and tours, public speaking, and workshops to engage in-depth about possibilities with prospective entities

● Develop newsletter and external communications, including website language

● Support development program, facilitating conversations and exploring possibilities related to individual donors, grants, and other opportunities

**Position Qualifications:**

A successful candidate for this position will:

● Be a self-directed team member who takes initiative, troubleshoots challenges, and reaches out proactively for support

● Demonstrate a track record of project management and/or people management skills

● Feel comfortable building the plane while flying

● Have experience in related fields (nonprofit management, homeless services, affordable housing, case management, property management)

● Believe that housing is a human right, and be committed to building an affordable housing nonprofit that centers just and equitable practices

**Position Details:**

This part-time, salaried position will report to the chair of the Board of Directors and will be based in Chapel Hill, North Carolina. Expected commitment is 10 hours per week. Compensation is $1,000 per month. This is a grant-funded position for 1-year. The hope is that additional funding will be obtained to extend employment.

**To Apply:**

Submit a resume and cover letter to info@peeweehomes.org. Priority will be given to applications received by September 14, 2020.

PWH is an equal opportunity employer, and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants.