

DETROIT AREA AGENCY ON AGING

POSITIONS AVAILABLE

TITLE:	Home Repair Project Specialist
REQUIREMENTS:	<p>DAAA is seeking a Part Time, highly motivated professional with experience in coordination and timely completion of home repair projects associated with the Home Repair grant. Oversee and manage all aspects of the projects. Set deadlines, assign responsibilities, monitors and summarizes progress of project.</p>
DUTIES:	<ul style="list-style-type: none"> • Manages day-to-day operational aspects of the projects and its scope. Including estimates, negotiation, permits, oversight of skilled trades workers, bringing project to satisfactory completion on time and budget; • Researches and builds relationships to further Home Repair projects. • Advises on grants or other resource opportunities to support projects. • Develops methods to document and track performance data and reports on same. • Set standards and goals to meet project requirements. • Track and reports the information as required by grants. • Excellent communication and interpersonal skills • Ability to work with diverse populations • Computer skills should include Microsoft Office applications • Excellent organizational skills /Excellent documentation skills <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap</i></p>
SUBMIT:	http://secure5.saashr.com/ta/DETAAG.careers?CareersSearch
CONTACT:	Human Resources
ADDRESS:	1333 Brewery Park Blvd. Suite 200 Detroit, MI 48207
CLOSED DATE:	September 11, 2020