



Position Title: Special Project Manager

Employment Status: Hourly/Non-Exempt

Reports to: Construction Logistics Manager

Position Location: Various locations within service area (Franklin/Licking/Madison Counties)

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement: Seeking to put God's love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Vision Statement: A world where everyone has a decent place to live.

Habitat MidOhio's North Star: *We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.*

About the Role:

The Special Projects Manager serves as an essential operational and logistical leader within Habitat for Humanity-MidOhio, responsible for the planning and execution of key events such as The Playhouse Project, Wall Builds, and Rock the Block. This hands-on, construction-based position involves working directly with volunteers, managing inventory and materials, coordinating event logistics, and serving as the primary point of contact who ensures smooth communications for all stakeholders. The ideal candidate is intentional, highly organized, proactive, and passionate about building community through mission-driven programming. The Special Projects Manager is a strategic problem solver that seamlessly collaborates across the organization to deliver safe, impactful, and memorable experiences.

Day to Day:

Event Planning, Sponsor Coordination & Volunteer Engagement

- Serve as primary point of contact for sponsor engagement and communication, leading logistics from pre-event planning through event completion
- Coordinate all aspects of special project events on "Build Day" including venue selection, parking, set-up, tear-down, clean-up and on-site leadership. logistics for build-day events
- Collaborate across with Advancement, Volunteer, and Construction teams to staff events, train volunteers, deliver memorable sponsor experiences and deepen engagement
- Forecast, budget, procure, and manage inventory of building materials, tools, and supplies for the special project initiatives

The Playhouse Project (70%)

- Oversee scheduling, kit construction, and priming for The Playhouse Project
- Standardize and document production processes for kit assembly and volunteer-ready components
- Manage the inventory, storage, and delivery of materials, kit components, and completed playhouses as needed

Wall Builds (20%)

- Manage scheduling and construction of wall build components aligned to construction timelines.
- Maintain and update accurate wall panel drawings for each home model

- Coordinate wall storage and delivery to build sites in collaboration with the construction superintendent and Advancement Team

Rock the Block Events (5%)

- Partner with Family Services to identify qualifying homeowners and scope project needs
- Develop customized material, tool, and volunteer lists for each Rock the Block event
- Procure resources and oversee logistical setup for community revitalization projects

Other (5%)

- Provide general support across special construction-based initiatives
- Perform other duties as assigned in alignment with organizational needs

Qualifications & Experience:

What you Bring

- Must demonstrate proficiency in basic carpentry and safe operation of power tools
- Proven experience in coordinating projects and leading teams, preferably in a construction or volunteer-based setting
- Excellent communication, planning, and organizational abilities with a focus on relationship-building
- Ability to work effectively with diverse groups, including staff, volunteers, and partner families, while managing multiple tasks simultaneously
- Demonstrated patience and strong “people skills” to effectively teach, guide, and facilitate volunteer experiences
- Must be able to regularly lift up to 50 pounds and perform frequent bending, squatting, lifting, and repetitive motion. The role also involves regular walking on uneven surfaces, including gravel and rocky terrain
- Must be comfortable working in varying weather conditions (heat, cold, rain, wind, etc.) for extended periods
- Ability to drive Habitat for Humanity MidOhio vehicles, including box trucks (CDL not required), with a good driving record (no more than 4 points on BMV record)
- Must have the ability to work the typical schedule: **Tuesday–Saturday, 7:30 AM – 4:00 PM**, with occasional evenings and weekend hours required

Why Habitat MidOhio?

At Habitat for Humanity MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

Compensation & Benefits

- Salary range: \$55,000 to \$70,000 annually + discretionary bonus opportunity
- Paid Time Off program + paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Company Paid Life Insurance and Short- and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)