



Job Title: Part-Time Assessment Specialist / Estimator

Hope Renovations is an innovative nonprofit with a dual purpose. We empower underemployed women to seek living-wage jobs in the trades while carrying out repairs and renovations in the homes of older adults who are aging in place.

Position Overview

The Assessment Specialist / Estimator is responsible for assisting in Hope Renovations repair, remodel and renovation work by engaging with potential clients, completing assessments, developing estimates, and working with the Project Manager to ensure projects are completed to Hope's high standards.

Responsibilities

- Respond to client requests for work by carrying out home inspections/assessments to determine project needs
- Develop project estimates, working with Project Specialist to incorporate sliding-scale discounts as necessary
- Complete initial home assessment for clients of Hope's Home Safety & Maintenance Program, and educate clients on additional safety and maintenance-related issues in their homes
- Conduct Aging-in-Place Assessments to assess home safety and livability
- Develop trade contractor roster and send out RFPs to trade contractors for projects
- Work with Project Manager to procure materials and ensure subcontractors are engaged on accepted projects

Preferred Qualifications

- 1+ years of home inspection and/or estimating experience for residential remodeling projects
- Experience in roofing, carpentry, painting, plumbing, HVAC, electrical, and general home maintenance
- Proficient in Microsoft and Google technology suites
- NAHB Certified Aging in Place Specialist (CAPS) designation strongly preferred
- Familiarity with Quickbooks Online and Asana is a plus

Position hours: 20 hours per week, flexible schedule

Position status: Part-time hourly, \$22-24/hour depending on experience

Hope Renovations is an equal employment opportunity provider and employer committed to building a staff that is diverse in identity, life experience, and situation.