

CrossRoads Missions

Help Build Hope Coordinator – AutoCAD Specialist

Position Title: HBH Administrative Coordinator – AutoCad Specialist
Classification: Full-Time

Reporting Relationships

Position Reports to: Director of Development
Positions Supervised: Volunteers, Interns, Contracted Labor, General and Sub Contractors.

Position Purpose

Help to provide consistent and effective management of Convention and Help Build Hope events by panelizing walls in Autocad and calculating needed materials in Microsoft Access. To ensure a safe and productive environment in which our participants and staff must serve. Maintain current plans and documentation relating to all Help Build Hope and convention projects. Communicate with organizations receiving wall packages to ensure those organizations construction plans are met. Ensures that all projects are approved, properly permitted and that local code enforcements are being satisfied. Secure finishing agencies for all projects not to be completed by CrossRoads. Teach, inform or arrange those individuals necessary to complete the overall objectives of the events. Assist in Field Projects as needed.

Essential Functions and Basic Duties

- 1. Assume responsibility for Convention and Help Build Hope organization.**
 - a. Construction materials
 - i. Communicate with finishing organizations to ensure their construction plan needs are met.
 - ii. Convert finishing organization's plans to panelized Help Build Hope plan platform
 - iii. Ensure that accurate material lists have been generated and sent to partnering churches/conventions so they can procure materials for their event.
 - iv. Ensure that materials are purchased and delivered prior to all events.
 - v. Verify material deliveries with invoice
 - b. Determine the ministries' viable role in the construction project.
 - c. Obtain a written or digital presentation or description of all projects, receiving agencies and final recipients for all projects.
 - d. Secure necessary professional drawn plans when necessary

- e. Verify that appropriate permits have been acquired for all events, especially when standing projects temporarily, or building at a third party's facility.
 - f. Determine a project timeline.
 - g. Identify known suppliers and professionals that can help on project.
- 2. Convention and Help Build Hope Prep**
- a. Coordinate with development on scheduling and contact information.
 - b. Develop relationship with event contact.
 - c. Recruit or verify that sufficient volunteers will be available for event.
 - d. Make sure that there are no scheduling conflicts with tools, vehicles, or staff that are shared among other fields.
- 3. Assume responsibility for tools and equipment required for completing projects**
- a. Make sure all necessary tools are present and in good working order before scheduling projects.
 - b. Maintain a recorded account of all tools in the retreat and convention department.
 - c. Secure necessary rental tools and equipment that may be required at large events or conventions
 - d. Replace and service tools as necessary.
 - e. Keep Web manager and development staff informed of tools needed by the ministry.
- 4. Communicating the Purpose and Ministry of CrossRoads**
- a. Help Build Hope, and conventions are one of the front lines of ministry promotion and generate many new participants. Make sure that at all events there is an appropriate level of promotional material and signage.
 - b. Be well versed in the history, accomplishments, various field offerings, needs and future plans of the ministry, so that this information can be effortlessly communicated.
 - c. Responsible for securing speakers, worship leaders and event facilitators to help teach about Service, Worship, and Discipleship.
- 5. Assume responsibility for safety management**
- a. Responsible for the safe operation of all tools and equipment.
 - b. Regular inspection of all ladders, scaffolding, power tools, electrical cords, air hoses and motorized equipment.
 - c. Train staff, volunteers, and interns in proper tool safety and proper equipment usage.
 - d. When temporarily standing building projects ensure that adequate bracing and safety measures have been taken
- 6. Vehicle maintenance**
- a. Routine servicing of vehicles and trailers used by the Help Build Hope and convention department.
- 7. Field Assistance**
- a. At times it will be necessary for this position to serve as a substitute field project manager. This will require on the field service in any field that the ministry operates and has a staff void.

- b. Assist project managers with planning, project management and Autocad plans as needed.
- c. Regardless of staff voids, routinely visit our field projects in order to communicate them effectively at retreats, conventions, events, and to individuals.

Performance Measurements

1. Documentation, permits, records, and reports are prepared, maintained and recorded accurately in a timely manner.
2. Effectively communicated the project to the convention planners or church retreat leaders, able to explain the projects role in service to the community, and able to explain our ministries objectives
3. Provided an encouraging, service minded and worshipful environment in which to serve.
4. Projects are progressing at an acceptable rate.
5. Timeframes for projects are being adhered to.
6. Good communication with the Financial Director, Development team and the Director.
7. Director has been adequately informed of project progress and hurdles.
8. Sufficient number of retreats and Conventions are scheduled
9. Responsibilities and duties have been carried out in accordance with policies and procedures.

Qualifications

Education/Certification:	College Graduate or Equivalent
Required Knowledge:	Knowledge of construction trades Working knowledge of Scripture and comfortable with sharing ones faith Must be capable of instructing others Proficient knowledge of Autocad and Microsoft Access
Experience Required:	Must have had experience in project/people management
Skills/Abilities:	Construction abilities Attentive to detail and accurate Well organized Cooperative and willing to assist and train others Able to use computer CDL Certifiable

Physical Activities and Requirements of This Position

Finger dexterity: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

Talking: Applicant must be able to effectively communicate the mission and purpose of CrossRoads. Applicant must be able to effectively communicate where one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

Average hearing: able to hear average or normal conversations and receive ordinary information.

Average visual abilities: average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical strength: Physically challenging work. Field located most of the time. Must be able to lift and move heavy objects

Working conditions

None: Both in and outdoor working environments.

Mental activities and requirements of this position

Reasoning ability: Must be able to apply logical or scientific thinking to a wide range of intellectual and practical problems. Applicant must be able to deal with very difficult concepts and complex variables.

Mathematics ability: Ability to use construction calculator, do basic math, able to do measurement conversions.

Language ability: Ability to read and comprehend at a collegiate level. Must be able to communicate effectively with others, and should be patient with individuals with a different language background.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.