

Land Entitlements Coordinator

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Habitat for Humanity[®]

of San Antonio & Guadalupe Valley

Land Entitlements Coordinator needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good project management skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Qualifications:

- Associate degree plus two years relevant experience or bachelor's degree in construction management, planning, geography, environmental science, drafting, or a related field. Equivalent experience may be substituted for education.
- Proficient computer skills with independent operation and utilization of ESRI ArcGIS Desktop, Microsoft Office software programs including Word, Excel, PowerPoint, and Outlook and Adobe Acrobat Pro required.
- Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, and managing expenses and activities within budget.
- Ability to effectively multi-task to meet deadlines with minimal supervision; and
- Must pass a background check and drug screening, must have and maintain a Texas drivers' license and a good driving record.

Responsibilities:

- Utilize ESRI ArcGIS Desktop software and real estate databases to identify and evaluate land prospects for Habitat's subdivision and scattered site infill home building programs.
- Complete desktop and field due diligence review on land prospects and prepare feasibility assessments.
- Prepare land and lot purchase agreements.
- Order environmental, soils, archeological, survey and other necessary pre-purchase reports.
- Assist with preparation of land entitlement applications including certificate of determination, address assignment and rezoning; and
- Perform weekly field inspections to ensure infrastructure installation is progressing on schedule.
- Be familiar with how the Davis-Bacon Act works.
- Other duties as assigned.

This full-time position generally works Monday-Friday. Normal office hours are 8:00 a.m. – 5:00 p.m. however there is occasional evening and weekend work scheduled. Habitat offices, facilities, jobsites, and vehicles are all smoke and tobacco free environments.

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn.: Land Ent

- By email with "Land Entitlements Coordinator" in the subject line to jobs@HabitatSA.org