



Construction Supervisor

- High School Diploma
- 2 years construction experience
- Candidate will be expected to have OSHA Competent Person certification or the ability to obtain (at affiliate expense) within the first year on the job.
- Ability to read and interpret construction plans, structural engineering plans and documents.
- Construction math proficiency required.
- High degree of organization and time management skills required.
- Capacity to focus on multiple projects simultaneously and work collaboratively.
- Motivation to be self-directed; interest and ability to work with both skilled and unskilled volunteers.
- Availability to work a Tuesday – Saturday schedule with occasional after hours work.
- Ability to lead and manage groups of up to 20 people of diverse backgrounds, often with limited English language proficiency.
- Experience with public speaking, training, and meeting facilitation preferred.
- Experience with diverse ethnic and faith communities preferred.
- Fluency in English required; Spanish is highly desirable.
- Previous work experience with non-profit organizations desirable.

Submit resume to

brandon@habitattuscaloosa.org

Bookkeeper

- Proficiency in English
- Familiarity with bookkeeping and basic accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records with a high degree of accuracy
- Verifiable accounting experience (5+ years strongly preferred)
- Strong computer, accounting software, and word processing skills; proficiency in MS Office, Quickbooks, and Excel
- Organizational skills; ability to manage multiple tasks and deadlines effectively
- Excellent communication skills; ability to speak and write effectively
- Experience in working with volunteers; ability to deal with the public; and positive attitude
- High School Diploma required; Associates Degree or relevant certification a plus

Submit resume to

ellen@habitattuscaloosa.org

Habitat for Humanity of Tuscaloosa is an Equal Opportunity Employer.