



next step ministries, inc.

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MADISON, WI 53713
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Construction Project Manager

Paid Position

Employment Dates: May 22nd, 2020 - August 11th, 2020

Position Description:

As a Construction Project Manager, you are responsible for managing all building projects that take place in the community. This position provides the best hands-on management experience, as you will immediately see the outcome of your efforts. You will oversee the administrative and technical aspects of each project, including: estimating, material purchasing, scheduling, budgeting. Using your existing experiences, you will lead and equip Construction Site Supervisors and other team members as they guide volunteers through the building process. You will work closely with a Next Step Construction Coordinator and local Next Step staff on proper pre-construction efforts. Forget an office internship - you will be overseeing energetic, professional construction worksite experiences for volunteers that greatly benefit the community, all while developing your individual skills.

Pre-Summer Responsibilities:

- Mandatory Construction Project Manager Training in Madison, WI – May 22nd-24th
- Mandatory Pre-Summer Development - An online training series focused on technical skills and leadership training in order to prepare you for a summer with Next Step

Summer Responsibilities:

- Lead and equip Construction Site Supervisors with excellence
- Maintain a positive working relationship with a Construction Coordinator
- Utilize weekly estimates and bill of material lists to accurately order and purchase materials
- Maintain project budgets with integrity
- Empower non-construction staff to lead a worksite
- Update each project's Procore file, including: emails, pictures, RFI's, inspections, punch lists
- Utilize and place skilled volunteers among crews and projects
- Lead and participate alongside youth volunteers in building processes
- Implement Next Step safety standards
- Preserve the quality of Next Step power tools, equipment, vehicles
- Participate in daily devotionals and evening programming
- Contribute as a team player in all aspects of mission trip facilitation

Qualifications:

- Must be a believer in Jesus Christ and hold to Next Step's Statement of Faith
- Obtaining a BS in Construction Management or related field preferred but not required
- Field experience required
- Previous experience in a leadership position
- Experience in managing a work site
- Experience in missions preferred but not required
- Access to a smartphone or tablet preferred but not required
- Valid Driver's License required