



Position: Assistant Project Manager (Logistics and Construction)
Location: Tampa, FL
Reports to: Director of Construction

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The SBP Assistant Project Manager position oversees aspects of project management for the Hurricane Helene Build Program, in addition to assisting the Director of Construction in creating scope of works and estimates, assigning work orders to subcontractors, creating and updating schedules, verifying work progress and completion, submitting invoices for approval/payment and updating the project tracking system daily.

Responsibilities

Project Management

- Co-manage 10-15 active build projects under the direction of the Director of Construction
- Learn and understand the FORTIFIED roofing standards for working with subcontractors
- Conduct walks to develop a scope of work and estimate for each project to be reviewed by the Director of Construction.
- Create and track schedule for each project assigned and ensure that the project stays on schedule
- Be solutions oriented and innovative in scheduling subcontractors' projects
- Review subcontractor invoices for accuracy before submitting for approval and payment.
- Provide daily updates to the Director of Construction on the status and progress of all projects
- Ensure that all people on project sites adhere to strict safety rules and expectations
- Provide additional support to Director of Construction as needed
- This role is open to development and expansion into that of a full Project Manager and will offer consistent coaching/growth opportunities

Material Procurement and Warehousing

- Manage storage of materials/tools to allow for optimal scheduling, cost savings and safety
- Ensure that tools and supplies are stored, maintained, tracked, and inventoried in a way that protects and preserves them
- Manage storage areas so that tools, materials, and supplies arrive at the right place at the right time. Document instances where errors occur to identify trends and drive solutions
- Ensure a safe, organized, and clean work environment is always maintained in the storage area

- Maintain fleet of vehicles through regular inspections and maintenance
- Oversee and monitor materials and tools in the warehouse and assist Construction Project Manager with the planning and logistics of materials/tools for projects.

Communication and Meeting Participation

- Participate in team, Non-Governmental Organizations (NGO), partner, and volunteer meetings as needed
- Communicate progress towards completion and answer questions from team, NGOs, partners

Managing People and Relationships

- Foster relationships of trust, respect, and accountability in collaborating with other team members, NGOs, partners, and volunteers
- Provide guidance and technical expertise to troubleshoot issues that arise

Qualifications

- Embody the values, mission, and vision of SBP in your communication and interaction.
- Effectively and positively manage multiple projects and people
- Work productively with limited supervision
- Xactimate experience ideal but not required
- Procore experience ideal but not required
- Project Management Professional (PMP) ideal but not required
- Commitment to continual improvement (of oneself, supervisees, and the construction process)
- Ability to train NGOs, partners, and volunteers in the following phases of construction: muck & gut (demo) and mold remediation
- Experience and/or willingness to work effectively with/supervise volunteers, team members, NGOs with diverse skills sets and backgrounds
- Clear communication skills
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Valid driver license and reliable transportation.

Performance Expectations

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Plan and implement programs.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Demonstrate initiative and work as a team player.
- Demonstrate commitment to continued professional growth and development.

Salary Range: \$60,000 - \$70,000

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths

offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.