Position Summary: The Re-use Hawai‘i Deconstruction Project Developer works in the community to advance the Deconstruction Services Program. He/she is responsible for cost estimation and project development of residential and commercial deconstruction projects. This is a full time position (30-40 hours per week.)

Position Responsibilities:

• Make site visits to projects
• Prepare and provide written and electronic quotes for Deconstruction Services
• Establish project plans by determining time frame, budget, and staffing needs.
• Answer phone and email, and respond to inquiries and requests for Deconstruction Services.
• Develop and direct the implementation of strategic business and/or operational plans, projects, and systems to achieve the department’s environmental and financial goals
• Maintain administrative systems within the department
• Complete all related tasks and duties as needed to achieve the mission and goals of Re-use Hawai‘i.

Required Qualifications:

• Minimum 2 years construction job costing experience, and a thorough understanding and knowledge of construction methods, practices, rules and regulations.
• A minimum of 2 years experience in effective supervising of 6 or more staff.
• College-level training in business management or equivalent life experience in staff development and management, fiscal management, and customer relations.
• High proficiency in word processing and spreadsheet programs.
• Demonstrated ability to manage all aspects of a medium-sized department, including personnel, strategic planning, budgeting, administrative requirements, etc.
• Excellent organizational skills.
• Demonstrated ability to meet deadlines.
• Demonstrate sincere enthusiasm for diverting C&D waste for reuse to benefit the environment & community.
• Valid driver’s license and excellent driving record.
• Ability to work effectively with a wide range of individuals of diverse backgrounds.
• Excellent oral and written communication skills
• Work-style - professional, organized, assertive, harmonious
• Management style - hands-on, friendly, positive, highly ethical
• Non-profit experience a plus

Other Qualifications:
Position requires driving to sites island wide

Compensation: Position pays $14-16 per hour, depending on experience, with health benefits offered after 4 consecutive weeks of full time employment.

To Apply:
Applicants are invited to submit a cover letter and resume to: info@reusehawaii.org  No phone calls please. Thank you!