

Position Title: Section 3 Coordinator
Reports to: Compliance Manager
Department: Compliance
FLSA & Union Status: Salaried; Exempt, Non-Union
Employment Status: Full-Time

Summary

The Section 3 Coordinator will be responsible for the operational success of the Section 3 initiatives for Christa Construction. All Section 3 projects must meet or exceed the mandatory requirements on construction projects. In this newly established role, the coordinator will provide, for both preconstruction and operations groups, seamless team management and development, program delivery, quality control and evaluation. There will be significant portion of time dedicated to training current and new staff, conducting public outreach events, and continuously ensuring a Christa presence in any local, state, and federal initiatives regarding Section 3 participation.

All activities must support the Section 3 mission, strategic goals, objectives, and core components; Employment and Training, Community Supports for Work and Financial Incentives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Develops, administers, and monitors applicable policies and procedures to ensure compliance with Section 3 requirements based on HUD regulations. Provides ongoing training and support to Christa Construction staff regarding the implementation of the Section 3 procedures.
- Working with regional work force programs (i.e., YouthBuild and Local Housing Authorities) to help facilitate the direct employment and contracting of public housing residents and their businesses by Christa and its subcontractors.
- Outreach to local organizations within in construction project radius to develop professional relationships and inquire how Christa can participate in their local workforce programs.
- Designs and implements job preparation programs for residents working on Section 3 job sites; coordination will be required with Christa subcontractors.
- Maintains and develops a network of certified Section 3 businesses for potential partnership with Christa Construction. Develops a prequalification program for said Section 3 businesses.
- Assists project managers, superintendents, executives, contractors, and public officials with the preparation and implementation of Section 3 Program efforts.
- Coordinates Section 3 greatest extent feasible procedures.
- Develops, distributes, trains, and maintains Christa Construction Section 3 standard operating procedures.
- Ensures that departmental practices are compliant with federal and state regulations and Christa Construction policies; prepares bi-annual report detailing activity and status of compliance and non-compliance with policies
- Prepares monthly reports detailing activity and status of compliance and non-compliance with policy to Christa Executives; conducts investigations of non-compliance as assigned.
- Conduct thorough analysis of contractor work force forms for HUD regulatory compliance, identifying noncompliance issues and notifying all stakeholders associated with the sub-contractor.

- Prepare and submit to HUD all necessary reports and submissions in a timely, complete, and accurate manner based on information self-compiled.
- Oversees all tasks related to the successful implementation of the local Section 3 job programs including managing consultants; planning; engaging stakeholders, partners, conducting stakeholder and community meetings; assessing and compiling resident needs and barriers to employment; establish related strategic initiatives and development.
- Identifies and analyzes programmatic and regulatory issues by performing research and identifying program requirements and regulations related to Section 3 requirements, benchmarks, and deliverables. Throughout implementation this will include research and activities related to budgeting/budget monitoring; system development to track match funding; HUD