



Our mission is to increase access to quality housing and supportive services to meet the pressing and long-term need of the Upper Valley Community.

JOB DESCRIPTION – TEMPORARY CRAFTS HILL RELOCATION ASSISTANT

The Relocation Assistant (“Relo Assistant”) will provide lifting and moving services as well as site support for the renovation-related temporary relocation of resident belongings during the approximately 12-month long rehabilitation of the Village at Crafts Hill property. The Relo Assistant will report to the Relocation Liaison and Project Manager, and in addition will coordinate with the Property Management team.

The role is 25-30 hours per week, located primarily at the Village at Crafts Hill site in West Lebanon, NH. The Relo Assistant will periodically need a car to travel as required to fulfill duties of the position, with mileage reimbursed at the current IRS rate.

Duties will include:

- Move furniture and/or household items in apartment units as required for contractor to complete specified work in units. Return furniture/items to original locations upon completion of isolated work.
- Assist residents with securing valuable household items prior to contractor work in resident unit.
- Attend team meetings with the Project Team to evaluate and plan relocation options for residents and sequencing of the relocation;
- Serve as on-site Twin Pines representative of work-in-progress units while contractor completes rehabilitation work;
- Assist with unit coordination details for the required daily or long-term Resident relocations as project proceeds;
- Adhere to Fair Housing law while working with residents;
- Interact with residents in a professional and courteous manner;
- Other related duties as may be determined and assigned in coordination with Project Team over the course of construction.

Qualifications:

- Minimum of high school diploma or equivalent, or similar previous experience.
- Ability to lift 50 pounds.

- Ability to work cooperatively, effectively and efficiently with a diverse group of people in a team environment.
- Ability to multi-task, prioritize and be flexible.
- Excellent communication skills with co-workers and residents.
- Must have reliable transportation and will be required to travel periodically. Valid driver's license and proof of insurance is required.
- Must be able to pass criminal background and credit check.
- Must take and pass training on Fair Housing laws and other topics while employed.