



Construction & Rehabilitation Project Coordinator (Contract Position)

Danville Neighborhood Development Corporation (DNDC) – Danville, VA

Contract Position | up to 10 Hours Per Week | Flexible Schedule

Compensation: Contract Rate Based on Experience | \$50 - \$75 per hour

The Danville Neighborhood Development Corporation (DNDC) www.danvillendc.org is seeking an experienced and community-minded construction professional to serve as a Part-Time Construction & Rehabilitation Project Coordinator. This flexible contract position will support DNDC's neighborhood revitalization and housing improvement efforts by providing technical assistance and project oversight for small-scale residential rehabilitation and new construction activities.

DNDC is a community development corporation committed to revitalizing neighborhoods in Danville, Virginia through housing development, homeownership initiatives, and community engagement. The organization is currently expanding redevelopment efforts along the Kemper Road corridor and throughout Southside neighborhoods.

This role is ideal for a retired construction professional, independent contractor, housing rehab specialist, or project manager seeking flexible, meaningful work that creates visible community impact.

Scope of Work

Working in collaboration with the Executive Director, the contractor will provide limited construction management and technical support services related to housing rehabilitation and property improvement activities.

Primary responsibilities may include:

- Conducting site visits and basic property assessments
- Assisting with development of preliminary repair scopes and cost estimates
- Reviewing contractor bids and providing recommendations
- Monitoring rehabilitation and construction progress on selected projects
- Assisting with contractor coordination and communication
- Reviewing invoices and payment requests for completed work
- Helping ensure projects meet basic quality standards and local code requirements
- Providing technical guidance related to rehabilitation planning and construction sequencing
- Supporting small homeowner repair initiatives and special housing projects as needed

- Attending occasional project or partner meetings
- Advising staff on construction budgets, timelines, and project feasibility

The position is intentionally structured as a scaled-down, flexible role focused on project-based support rather than full-time program administration.

Preferred Qualifications

- Experience in residential construction, rehabilitation, construction management, or property improvement
- Knowledge of basic building codes, construction practices, and rehabilitation methods
- Ability to prepare or review repair scopes and cost estimates
- Strong communication and organizational skills
- Ability to work collaboratively with position
- Experience with affordable housing or community development projects preferred
- Virginia contractor or DPOR-related credentials are a plus, but not required
- Valid driver's license and reliable transportation

To Apply. Please submit a resume with a brief statement of interest to: danvillendc@gmail.com

Subject line: Housing Rehab Coordinator / Project Management Services

About DNDC www.danvillendc.org

The Danville Neighborhood Development Corporation is a nonprofit community development organization working to reduce vacancy and blight, improve housing conditions, expand homeownership opportunities, and strengthen neighborhoods throughout Danville, Virginia.

DNDC is an Equal Opportunity Organization.