

Ministry Profile – Housing Ministry Operations Director (HMOD)

Title: Housing Ministry Operations Director

Position Description

ARM overview: Alabama Rural Ministry (ARM) overview: ARM is a ministry focused on developing servant leaders through home repair and community revitalization. Two main aspects include hosting home repair volunteer teams throughout the year and running summer mission site(s). The summer mission site hosts church youth groups for 7-8 weeks in Tuskegee. These youth groups either serve in home repair and/or minister with a children's day camp run by ARM. To run these summer mission sites, ARM recruits and trains college interns who serve for much of the summer months.

ARM hosts several local and non-local mission volunteer groups who serve families in need through home repair. ARM also leads a student group on the Auburn campus dedicated to home repair projects. They meet two times during the month in the evening and serve typically one Saturday per month in home repair. Finally, ARM supports Disaster Recovery initiatives in Alabama.

The Housing Ministry Operations Director (HMOD) reports directly to ARM's executive director. S/he oversees a team responsible for all aspects of the home repair process for ARM. This includes but is not limited to the home repair application process, verification, home repairs process, close out, and continued relationships. Furthermore, the HMOD will recommend and oversee projects related to community revitalization. Finally, the HMOD will oversee and be responsible for ARM's facilities, properties, and tools through support staff and volunteers. The HMOD supports ARM's Construction Coordinator(s). This person integrates with the Ministry Operations Director (MOD) in mission volunteer coordination and support.

S/he will represent Arm as a minister of the Gospel and maintain the highest degree of integrity, love, and moral character inside and outside of ARM in order to maintain a positive influence within our community.

Primary Objectives

The Housing Ministry Operations Director position exists to:

- To show Christian love and care to families in need of home repair and support community revitalization;
- Participate in the servant leadership development of ARM's home repair volunteers;
- Help families on fixed and low incomes receive repairs or housing options that lead to a home that is warm, safe, dry, and beautiful;
- Help equip homeowners through resources such as financial education, home Maintenance, and other developing initiatives that help resource homeowners
- Oversee ARM's properties to include office, ministry and storage spaces, tools, materials, vehicles and other related items associated with home repair
- Oversee specific community revitalization projects in support of the communities ARM serves
 - Assist in disaster recovery response and support in areas of home repair as needed

Logistics

Compensation: \$47,000 Base salary

Insurance: Available for full time

Benefits: IRA match

Hiring Bonus: \$500 first six months, \$500 end of first year

Start Date: May 1, 2026

Hours: This is a salaried position with an average work week of 40-45 hours per week. During special events, this could become a 50-60 hour week. (Compensation time is provided). On occasion, weekend hours (Saturday) are required to assist with home repair service days. There are periodic overnight retreats and travel. During May-July, extensive work weeks occur due to the summer mission site and little vacation time is granted in the summer. Salaried employees are also eligible for 15 days of paid vacation time annually, as described fully in the Ministry Team Member Handbook.

Culture and Values

ARM lives by culture and value statements that are critical for the success and chemistry of our team. These statements are attached as appendices to this document or found in the Ministry Team Member Handbook. All team members are expected to live into these culture and values statements.

Major Areas of Responsibilities:

HMOD must have a genuine heart for people and especially the least, the lost, and the last. S/he must learn and understand the complexities of poverty with a focus on how this affects rural communities to provide empathetic connections with home repair recipients and the general population.

The HMOD will lead a staff team to assist with construction and property management. S/he will work in tandem with the MOD and thus must have excellent leadership ability.

Oversight of all home repair and housing ministry programs with ARM from request to completion and archiving of support. This position requires, first and foremost, a person with a heart for individuals and families who have low and fixed incomes and who possess housing challenges.

Oversees the comprehensive home repair process and makes recommendations for improvements as needed. This involves requests for assistance, applications, assessments, home owner verification documents, spiritual resource assessment, home repairs oversight and mission volunteer integration, project management, and case management tracking.

Applies for and manages various housing grant programs such as USDA, the Community Development Block Grant (CDBG), and Housing and Urban Development (HUD) programs. This includes but is not limited to housing grant submissions, management and reporting; coordination with remodels and renovations; housing advocacy, and all other aspects of home repair and housing ministry of ARM. The HMOD must develop an understanding of or be willing to be trained in government-funded housing products and bank lending mortgage products.

The HMOD must be able to learn and use various web-based platforms for case management and home repair management processes and become the subject matter expert for other staff members.

Stays abreast of housing, home repair, and support resources for the disadvantaged.

Stays connected to disaster recovery networks in the communities that ARM serves.

S/he must be an extremely organized individual with a keen attention to detail, able to develop creative solutions for constituents, and be flexible and adaptable. ARM uses volunteers for the majority of its home repair ministry. Therefore, the HS must also work well with volunteers, especially youth and young adults, and support ARM's servant leadership development goals.

The HMOD, as part of the ARM leadership team, also assists in the development, implementation, and maintenance of other key events associated with the growth and promotion of ARM related to housing operations. The HMOD implements the policies and procedures as set forth by the ARM Board of Directors in conjunction with the ARM executive

director. S/he provides timely evaluations and reports to the Board. S/he will represent ARM as a minister of the Gospel and maintain the highest values of integrity, love, and moral character inside and outside of ARM to maintain a positive influence within our community.

ARM Team Member

As part of a ministry team, the MOD in daily standup huddles, weekly staff meetings, quarterly board meetings, and various tactical teams and work groups. Professional development includes but is not limited to reading books and publications and attending out-of-town conferences. Reports are provided to Board members periodically and upon request. The above are core responsibilities and there may be other assigned duties as needed.

Requirements, Skills and Abilities, Culture

Requirements:

- A personal commitment to and active faith in Jesus Christ as Lord
- Actively participate in fundraising and giving initiatives of ARM
*ARM salaries and benefits are generated mainly from individual, church, and corporate donations.
- Enjoys details and keeping items organized and in order
- Thorough knowledge of Office Suite Products
- Able to learn CRM databases and other platforms as required
- Working from the ARM office in Auburn, AL. and some travel to Tuskegee, AL.
- Able to work with a team and group
- Participate in daily huddles and, as needed, weekly staff meetings

Skills and Abilities of the job

Excellent skills in patiently relating to and communicating with diverse people both in person and over the phone

- Excellent skills and attributes in working with young adults and volunteers
- Incredible attention to detail and the ability to understand workflow processes.
- Highly proficient in using digital tools such as Microsoft Word, Excel, and PowerPoint to create professional, organized documents
- Highly proficient in web-based tools such as Google Chrome as well as Gmail, Google Drive, and Google Calendar.
- Exceptional organizational and administrative skills with keen sense of detail.

Preferred, but not Required

- Any prior experience working with families and/or children living in low/fixed income households or church mission trips in the past
- Experience volunteering with community service organizations
- BS Degree or equivalent
- Familiar with the Bible, Old and New Testaments of the Bible

Physical Demands

The HMOD should be able to lift approximately 60 lbs, stand for long periods of time, and be able to work at a desk and in an office environment. The HMOD must also be able to work outdoors and in some extreme temperature environments. Driving a pickup truck and pulling a trailer for 45 minutes to an hour or more a few times a week is to be expected. Visits to homes where repairs are needed are expected and therefore, exposure to cigarette smoke, pets, and other home-related environments can be expected.

Work Environment

The HOD will report to the ARM office, which is located at 305 N. Thach Avenue, Auburn, AL. Office hours are typically from 8a – 5p, Monday – Friday. Frequent visits to worksites or other locations throughout the Lee and Macon areas and organizational meetings will also be required. There are occasionally weekend events and periodic evening board meetings and committee meetings. Some nightly meetings with the student group will be required.

Conclusion

These roles and responsibilities are intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by the admin. assistant. This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position and there may be other duties as assigned by ARM's Director.

ARM Staff Team Covenant and Culture

1. We will be faithful to our mission of developing servant leaders who repair homes and revitalize communities for God's glory. We will read our mission together once a week.

2. We will be faithful to living out our culture each day, which calls us to be friends who care for one another, to work as an organized team, to serve as a Christ-like fellowship, to pray for the ministry and each other as a Spirit-dependent community, and to foster openness as a creative collective. We will read our full culture statements together at the first staff meeting of every month.
3. We will come prepared to meetings, knowing the purpose of our meetings, and keeping our discussions confidential. We give each other permission to make “reality checks” during our meetings, which allow us to be honest about our capacity and share our concerns.
4. We will handle any potential conflicts in a biblical way. We will start conversations with questions and seek to understand one another’s perspectives. The Bible (Matthew 18) serves as our guide on using conflicts as opportunities for mutual transformation.

To apply for this position:

Go to ARM’s website and fill out the application and questionnaire. You will submit a resume and statement of faith.

There will be potential follow-up assessments, a background check and questions that will lead to a potential interview.