



## **Job Description – Assistant Carpenter (SARFS)**

North Branch Works (NBW) is an established nonprofit located on the near north side of Chicago, engaged in partnerships, programs and projects, which lead and support sustainable economic and community development. Our economic development work is performed primarily in the northwest industrial and business corridors of the City. Our Community Development work serves residents in neighborhoods or near those same corridors, as well as contiguous communities on the west side as required by our various government, private and individual funders. NBW's Assistant Carpenter works with the SARFS Field Manager on the HUD-funded "Small Accessible Repairs For Seniors (SARFS)" program for delivery of repair and accessibility improvements to income-eligible seniors' homes as part of our delegate agency contract with the Chicago Department of Housing.

This SARFS Assistant Carpenter role is a temporary contractor position funded through November 30, 2023.

### **The primary duties of the SARFS Assistant Carpenter are as follows:**

- Work under supervision of SARFS Field Manager to monitor program progress toward fulfillment of the contract Work Program, including number of jobs being completed in time allotted and costs in relation to budget to ensure work produced is in line with budget.
- Work under supervision of SARFS Field Manager to complete projects related to SARFS program.
- Keep track of all tools and materials in stock and brought onto and off of jobs for efficient use, restock and redeployment.

### **The secondary duties of the SARFS Assistant Carpenter are as follows:**

- Other duties to be performed as needed/directed as a member of NBW staff team.

### **Job Qualifications**

- Licensed carpenter
- 2+ years' experience
- Must provide own vehicle to service SARFS jobs (mileage for travel related to work reimbursed at amount set annually IRS)

### **Additional Info**

- Part Time – 40 hours per week, Monday through Friday
- Pay Rate – \$19/hour

Please send inquiries with work experience and qualifications to Misty LeBlanc 773 929-5552 EXT. 2235  
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