



Construction Intern

Palouse Habitat for Humanity's Mission: Seeking to put God's love into action, Palouse Habitat for Humanity brings people together to build homes, community, and hope.

Position Summary:

The Palouse Habitat for Humanity affiliate serves both Whitman County, Washington and Latah County, Idaho with an objective to provide safe, affordable housing across these communities. As our program is growing, we seek to offer a paid professional development internship for a Construction Management (or similar-related studies) undergraduate student. This position may result in continued growth within the organization.

Under guidance of the Construction Manager, the Construction Intern will assist in the daily operations of the construction program, while gaining hands-on experience in residential planning and building.

Duties and Responsibilities:

1. Promote the mission of Palouse Habitat for Humanity (PHFH)
 - a. Engage future homeowners and community volunteers meaningfully in all aspects of construction work.
 - b. Help ensure volunteers and homeowners are registered and have checked in at the build site.
 - c. Advocate for our program by explaining the PHFH mission and organizational structure to community members and volunteers.
2. Assist the Construction Site Supervisor by
 - a. Upholding the image of PHFH and showing care for the homeowner and the community's investment by keeping job sites safe, organized, and tidy.
 - i. Daily site SQS inspections documented
 - ii. Proper material storage and handling
 - iii. Proper tool storage and handling
 - b. Setting up the site for the daily construction activities and helping clean up at the end of the day.
 - c. Participating in morning Habitat volunteer orientation and Construction safety meetings.
 - d. Helping demonstrate construction activities to new volunteers.
 - e. Demonstrating the proper, safe handling of power tools and equipment.
 - f. Creating a positive, learning work environment for homeowners, volunteers, and staff.
 - g. Performing the occasional material run to local suppliers.

- h. Submitting and coding receipts for job cost tracking.
- 3. Shadow the Construction Manager to gain experience in:
 - a. Residential plan design
 - b. Building material knowledge
 - c. Project management
 - d. Job cost reporting
 - e. Networking with local builders and suppliers

Required Skills and Characteristics:

- 1. Undergraduate student currently enrolled in a Construction Management or equivalent program, seeking permanent employment in the construction industry.
- 2. High standards of personal and professional integrity and accountability.
- 3. Strong interpersonal, written, and verbal communication skills.
- 4. Detail oriented, able to multitask, and possess strong problem-solving skills.
- 5. Physically able to work in a construction setting: lifting, digging, climbing, bending, working at height, etc. Required to lift 50 pounds or more.
- 6. Able and willing to drive distances within Whitman and Latah County.
- 7. Valid driver's license with clean driving record.
- 8. Pass a sex offender and criminal background check.

Preferred Skills:

- 1. Passion for nonprofit organizations or similar mission-related work.
- 2. Previous experience as a volunteer.
- 3. Experience with Microsoft Outlook.
- 4. Experience and skill with the tools, equipment and practices involved in home construction.

Position:

- 1. Pay: \$18 per hour
- 2. FLSA Status: Hourly, Non-exempt
- 3. Employment Status: Part Time or Full Time
- 4. Work Schedule: 20-40 hours per week, Tuesday – Saturday (flexible schedule)
- 5. Location: Primarily in the field (various sites around Latah and Whitman counties)
- 6. Reports to: Construction Manager
- 7. Benefits and Vacation available depending on employment status.
- 8. Certifications & Training: PHFH will pay for HFHI and OSHA required certifications, safety training, and OED and CPR certifications.
- 9. Open until filled.

To apply, submit a resume and cover letter to:

Maja Jovanovich
Construction Manager

Palouse Habitat for Humanity
mjovanovich @ palousehabitat . org

Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, protected veteran status or any other status protected by law.

Palouse Habitat for Humanity is a drug-free workplace.

Job Description Reviewed JW & MJ 5/6/26