

Charities Housing
465 S. First Street, San Jose, CA 95113

Position: Associate Project Manager

Program: Housing Development

Status: Exempt, Permanent, Fulltime with benefits

(A contract position would also be considered if requested. Housing may be available for a limited time for an employee who is relocating.)

Immediate Supervisor: Director of Housing Development

Work environment: Charities Housing provides a supportive working environment where all staff are expected to be able to work both as a part of the team, and individually to meet the goals of the position and the organization. Charities Housing emphasizes job performance and provides a flexible work environment for this to be achieved.

Background: Charities Housing is a non-profit entity whose purpose is to develop, own and managed affordable housing located throughout Santa Clara County. Charities Housing has a range of housing in its portfolio and pipeline including rental properties (new and rehabbed multifamily, seniors, special needs, SROs) and first time homeownership (market rate and below market rate).

GENERAL NATURE OF POSITION:

This is an associate position where responsibilities may include assisting a senior project manager or the Director of Development with all development stages in the construction of new housing, as well as refinancing and rehabilitation of existing developments. As the associated project manager gains experience, they will be assigned more responsibilities with less oversight. The associated project manager should expect to be involved with 3-4 developments at one time, in various stages of development.

The successful candidate will be a self starter, be willing to ask questions and take direction, be able to multitask successfully and be willing learn all aspects of development process including participating in out of office trainings as appropriate.

SALARY RANGE: \$50,000-\$60,000 dependent upon experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist in the preparation of financial and economic feasibility analysis and maintain ongoing oversight of budget and expenditures as the development move forward.
2. Assist in the identification and evaluation of potential federal, state, local and private funding sources and the preparation and submittal of applications for funding.
3. Assist in the preparation of project time line and monitor adherence to schedule
4. Assist in the performance of tasks necessary to obtain local approvals and neighborhood acceptance of proposed housing developments including submission of land use applications, organize and conduct neighborhood meetings, meet with local elected and appointed officials and testify during public hearings
5. Assist in the -selection and provision of on-going coordination between architects, contractors, attorneys, and all other members of the development team
6. Assist in the provision of construction management for new construction and/or substantial rehabilitation in existing Charities Housing developments
7. Assist in the provision of on-going coordination with property and asset management staff within the organization to incorporate management input on the design, develop property management budgets and resident profile for the building and assist with marketing, leasing and other related activities

8. Work with other organizations within the affordable housing field, social service and religious communities to create opportunities and support for affordable housing development

SUMMARY OF OTHER JOB DUTIES:

1. Other responsibilities as assigned to support specific department/business needs.

QUALIFICATIONS:

1. Required technical knowledge, skills & abilities:
 - Spreadsheet (Microsoft Excel) and word processing computer skills
 - Knowledge in accounting, architecture, construction, finance, real estate principles or related fields
2. Experience as a project manager in related field. Required interpersonal and organizational skills
 - Ability to complete multiple developments and multiple tasks under fixed time constraints and deadlines
 - Ability to work with and in a team of multiple partners including but not limited to the following: development and property/asset management co-workers, architect, civil engineer, attorney, appraiser, environmental engineer, acoustic engineer, relocation consultant, financial consultant, real estate broker, title officer, loan officer, loan administrator, contractor, equipment and furnishing supplier, property manager, asset manager, local government officials from Planning, Community Development, Building, Police, Fire, Public Works, Housing, Redevelopment, and Federal and State government officials
 - Ability to self motivate and - complete complex tasks
 - Ability to manage paperwork so that all staff can access the information at any time
 - Ability to be responsive to requests in person, by email, phone and other sources
 - Ability to handle a changing environment as a project develops.
 - Comfortable seeking assistance when necessary and taking direction from senior staff.
 - Capable of negotiating between competing interests and making difficult decisions.
3. Minimum educational level (additional qualifications such as relevant Masters degrees or profession certifications a plus). Applicable professional certifications may be substituted for degree:
 - B.A. in architecture, urban planning, or construction management; or
 - B.A. in business administration with emphasis or concentration in finance, or real estate; or
 - B.A. in civil, or structural engineering
4. Experience required:
 - Two years of progressive, relevant experience in project management;
 - Experience of working successfully in a team
 - Experience of working successfully to manage multiple projects with some supervision
5. Physical Requirements:
 - Extensive use of computers and telephone
 - Sitting for extended periods of time
 - Ability to attend meetings both on-site and off-site including construction sites where physical barriers are present
6. Other
 - Valid California driver's license and own transportation

SUPERVISORY RESPONSIBILITIES:

The associate project manager does not direct or supervise others within the organization.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

TO APPLY:

The deadline to apply is OPEN. Applicants may be contacted and interviews scheduled at the discretion of Charities Housing.

Send the following to info@charitieshousing.org

1. a copy of your résumé
2. a summary of your prior - project management experience, including type and duration of project, nature of your own contributions, the relationships developed and managed in that process and your key outcomes
3. Three work related references (we will not contact these references without your permission)

No calls please. If we receive a large number of applications, we may only be able to respond to those persons who are called for interview. For more information about Charities Housing, please visit our website

www.charitieshousing.org

Charities Housing is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.