

ASSISTANT PROJECT MANAGER

The Project Assistant, working under supervision of the Director of Real Estate Development, Assistant Director of Real Estate Development, Project Managers and Senior Project Manager, is responsible for assisting Project Management staff with all aspects of housing development including analysis and research, assisting with funding applications, community outreach, administrative support and other housing development tasks as assigned by Project Management staff.

MAJOR JOB DUTIES AND RESPONSIBILITIES

- Assists Project Managers with preparation of financing applications.
- Assists Project Managers perform due diligence tasks necessary to obtain project approvals, prepare applications, etc
- Assists project management staff with maintaining orderly filing system.
- Assists project managers with formulating, maintaining, and updating project databases and information (project development team lists, contractor and subcontractor lists, etc.).
- Assists with scheduling and overseeing punch list walk-thru inspections for development projects.
- Assists with scheduling and coordinating installation of services for housing development projects.
- Prepare and understand project spreadsheets, proforma's, budgets, etc.
- Assist Project Management staff in preparing and submitting project payment requests.
- Assist Project Management staff with preparation of development presentations.
- Assist Project Management staff with determining project feasibility.
- Assist Project Management staff with status reports.
- Attends and take notes for project committee and project development staff meetings.
- Attends hearings and neighborhood meetings.
- Performs a variety of housing development related office administrative tasks assisting the development staff with important details.
- Other housing related clerical duties as assigned.

QUALIFICATIONS

- Coursework or experience in affordable housing development, urban planning, architecture, construction, or similar fields
- Understanding of and commitment to the mission of the organization
- Demonstrated ability to communicate clearly and relate to a variety of diverse individuals and groups.
- Quick learner.
- Excellent coordination skills.
- Proven time management skills to balance many competing job responsibilities
- Typing 45 wpm.
- Detail-oriented and strong organizational skills.
- Ability to work independently, meet deadlines, and be self-motivated.
- Proficient with Microsoft Word, Excel, Powerpoint, Outlook, Web-based compliance software (Elations, LCP Tracker, etc).
- Strong verbal and written skills.
- Ability to undertake and prioritize a variety of responsibilities with minimum supervision.