

POSITION ANNOUNCEMENT  
**ASSISTANT PROJECT MANAGER**



**Job Summary:** Under general direction of the Senior Project Manager, the Assistant Project Manager provides substantive project support to the Director of Housing Development, Project and Construction Managers, and will manage basic development projects as needed. There are some administrative responsibilities along with project responsibilities. The APM position requires someone knowledgeable or interested in affordable housing development, and success in the position may lead to Project or Construction Management positions.

<b>Status:</b>	Full-time, Nonexempt
<b>Location:</b>	Polk Gulch neighborhood, San Francisco
<b>Hours:</b>	Monday through Friday 9:00 a.m. – 5:30 p.m., plus some or occasional nights and weekends
<b>Salary:</b>	DOE; Comprehensive benefits

**The Organization:** A private non-profit founded in 1977, Chinatown Community Development Center believes in a comprehensive vision of community. We own and/or manage approximately 30 affordable housing buildings serving over 3,800 low-income seniors, single adults, formerly homeless adults, and families of diverse ethnic and cultural backgrounds in San Francisco’s Chinatown, Tenderloin, Western Addition, and Polk Gulch neighborhoods. We also build housing, develop grassroots leadership, and engage low-income residents and youth. Our employees are passionate about the mission; thrive in a family organizational culture; and embody values of empowerment, teamwork, and compassion. Chinatown CDC serves a diverse population and is committed to hiring practices that provide culturally competent services. We encourage people of color to apply.

**General Job Responsibilities:**

- Provide substantive assistance to Project and Construction Managers and Director of Housing Development with housing and community facilities development, including funding applications and consultant/contractor selection processes
- Manage basic development projects, including capital improvements to properties owned by Chinatown CDC and its affiliates:
  - Prepare, manage, and analyze development and operating budgets and schedules
  - Oversee Planning Department and Building Department approval processes
  - Select and oversee all consultants including architects and contractors and attorneys
  - Make applications to local, state, and federal institutions for grants and/or financing; Comply with funders’ requirements and/or guidelines in all aspects of development
  - Review and interpret loan documents and regulatory agreements as well as other contractual documents
  - Coordinate, attend, and facilitate project-related meetings as necessary
  - Interact with local community groups and building residents as needed during planning, development, and/or rehabilitation of projects
  - For technical assistance or partnership projects, interact with clients or partners, including Boards of other organizations
  - Provide regular communication to Chinatown CDC staff and Board on status of projects
- Research and compile information for reporting, marketing and funding requests, including creating and updating project information sheets
- Participate in housing and land use advocacy and policy initiatives and collaborations
- File, copy, other general office duties as requested

**Knowledge, Skills, and Experience:**

- Strong verbal and written communication skills
- Strong organizational practices and careful attention to detail
- Strong problem-solving skills and consistent attention to detail
- Ability to work independently and effectively prioritize tasks
- Ability to work under time pressures and meet multiple deadlines
- Flexibility to undertake a variety of tasks

**Minimum Qualifications:**

- Bachelor's degree in planning, community development, urban studies, or other related field **OR** equivalent training plus one (1) year of experience in housing development, construction/rehabilitation management, affordable housing relocation, affordable housing asset management, or related field
- High level of proficiency with Microsoft Word, Excel, etc.

**Preferred Qualifications:**

- Two (2) years of experience in affordable housing development, construction/rehabilitation management, affordable housing relocation, affordable housing asset management, or related field
- Master's Degree in City Planning or field related to housing development

**To Apply:**

Please click on the link below or visit our website [www.chinatowncdc.org](http://www.chinatowncdc.org) to complete an online application.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=023e4200-c964-4a62-b255-3a81ac4144b6&ccId=19000101\\_000001&jobId=335785&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=023e4200-c964-4a62-b255-3a81ac4144b6&ccId=19000101_000001&jobId=335785&source=CC2&lang=en_US)