Assistant Project Manager

Department: Housing Development
Reports to: Director of Housing Development
FLSA Status: Non-Exempt

Position Summary: The Assistant Project Manager (APM) provides project support to the Housing Development department and performs a wide variety of tasks directly related to the planning, advocacy, development, financing, construction and operations of affordable housing projects from acquisition through construction and initial occupancy. This position is characterized by a high degree of initiative, responsibility, and accountability and it requires the ability to work congenially with a wide variety of individuals, financial institutions, community-based organizations, and governmental entities. An APM at SAHA can expect to work directly with up to two Project Managers to complete housing projects in the development pipeline and will support the Director of Housing Development with administrative projects as requested.

Essential Duties & Responsibilities include but are not limited to the following:

- As assigned, assists Project Managers with all aspects of the housing development process including correspondence, research, funding applications, updating financial pro formas, preparing due diligence and closing binders, filing, and archiving.
- Coordinates sending certified mail, filing government forms, and recording documents.
- As requested, attends City Council, housing committee, planning and zoning committee and other community meetings on matters related to specific housing developments or affordable housing generally.
- Participates in department and other staff meetings and activities.
- As requested, prepares and distributes monthly meeting packets for the Housing Development Committee (HDC) and the Board of Directors; assists with scheduling; takes notes at monthly HDC meetings; retrieves Board resolutions.
- Performs monthly reconciliation for the Housing Development credit card.
- Performs all other assignments/tasks that are assigned by supervisor or others which are not covered in this job description and which the individual could reasonably be expected to perform.

Qualifications: Knowledge, Skills and Abilities: *To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

- A Bachelor's Degree is required; an undergraduate concentration in Economics, Urban Studies/City Planning, Sociology, Public Policy, Business Administration, or related field is preferred.
- Graduate level work in any of these fields is highly desirable.

Abilities and Attributes:

- Commitment to SAHA's mission.
- Excellent written and oral communication skills required. Must be able to edit own work for spelling and grammar. A writing sample will be required.
- Excellent organizational, time management and problem-solving skills.
- Must be highly skilled in MS Office (Excel, Word, Outlook, Power Point).
- Knowledge of affordable housing funding sources a plus.
- Independent, with ability to handle daily responsibilities with minimal direction.
- Ability to work under pressure and successfully meet deadlines.

- Must be accurate and highly detail-oriented with follow-through skills.
- Ability to adapt to changes in the work environment, manage competing demands and ability deal with frequent change, delays or unexpected events.
- Must be pro-active in identifying and proposing viable solutions with the ability to exercise sound judgment in all matters.
- Excellent interpersonal skills with ability to work collaboratively with different levels of management, Board of Directors and outside consultants and contractors. In addition, ability to work well with individuals from diverse socio-economic and ethnic backgrounds.

Certificates or Licenses:

- Valid CA Driver's License required, along with proof of insurance (DMV check will be required). Note: Reliable means of transportation is also required.

Mathematical Skills:

- Intermediate math skills required; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, calculate percentages, percentage change, averages and median. Must be familiar with basic Excel formulas.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 15 pounds.
- Position requires driving approximately 20% of time to properties within SAHA's portfolio and site locations currently in development throughout eight counties.

Work Environment:

- This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Periodic attendance at job sites with various environmental conditions is also required. Considerable stress may occur with occasional long hours.
- Attendance at meetings during evening or weekend hours may be required.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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