RED ASSISTANT PROJECT MANAGER

What We Do

Habitat for Humanity Greater San Francisco believes in the power of homeownership to create generational impact. To this end, we **build homes** for first-time homeowners and **sustain homeownership** by helping vulnerable homeowners retain their home as an asset for generations to come.

Your Impact

The Assistant Project Manager will support the Real Estate Development team and work closely with the Construction Department to assist with managing all phases of real estate development, including site identification and due diligence, acquisition, predevelopment including project financing, construction administration, and final sales to homeowners. This position reports to and works closely with a Project Manager in Real Estate Development and the Vice President of Real Estate.

Primary Responsibilities

[VPRED/PM SUPPORT] (50%)

* Support a Project Manager (PM) and the VP of Real Estate Development (VPRED) with a wide variety of real estate project management and administrative duties
* Assist with the real estate development process, including pre-acquisition due diligence, financial analysis, feasibility studies, funding applications, entitlements, construction document coordination, permitting, legal document review, construction, marketing and sales, project close-out and other aspects of development
* Assist in preparing project reports for presentation to management, Board, potential funders, and other stakeholders

[HOMEOWNER/ COMMUNITY OUTREACH] (25%)

* Assist with community outreach including notifications and coordinating neighborhood meetings
* Assist with set up of Home Owners Association, CC&R’s, and budget for HOA; work with subdivision consultant to file documents with Bureau of Real Estate; sit on HOA Boards
* Attend events related to real estate development, such as ground breakings, grand openings, site tours, industry events related to policy and advocacy, workshops and trainings

[INTERDEPARTMENT COORDINATION] (25%)

* Work closely with the Finance and Homeowner Development departments on compliance and monitoring
* Support coordination between the Construction, Real Estate and Finance department to manage construction budget and construction schedule to ensure timely project completion
* Work directly with VP on department and organizational initiatives to improve internal and external processes and operations

Skills

* BA/BS degree
* Strong interest in affordable housing policy and real estate development
* Background or interest in non-profit housing and community development issues a plus
* Able to work with shifting priorities and meet multiple deadlines
* Effective prioritization and organizational skills; strong attention to detail
* Able to work independently while also contributing to a team environment
* Excellent interpersonal skills
* Strong oral and written communication skills
* Proficient with Microsoft Office products including Microsoft Project.
* Able to work nights and weekends as necessary and travel to locations in Marin, San Francisco, and San Mateo Counties
* Ability to work in a fast paced, open, team-oriented, casual office setting
* Valid California’s driver’s license
* Ability to lift up to 20lbs
* Must be able to pass background check  
  (*In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.)*

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers health, dental and vision insurance, chiropractic/acupuncture, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement account, commuter benefits, and 20 days paid time off, 3 sick days, and 12 paid holidays.

Application Instructions

To apply, please submit a resume and cover letter through our application page: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/79938>

EEO: Habitat Greater San Francisco is an equal opportunity employer. Habitat Greater San Francisco strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Habitat GSF receives federal funds through Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent possible, to provide job training and employment opportunities to Section 3 residents. \*Section 3 residents are defined as public housing residents or low-income persons who live in metropolitan area or non-metropolitan counties where HUD-assisted projects are located.