POSITION: Project Coordinator – Affordable Housing Development

COMPANY: UPholdings is a comprehensive real estate firm that is dedicated to creating, operating, and sustaining quality affordable housing in communities throughout the United States. Our company builds, manages, and operates its projects for the entirety of their operational cycle. Our portfolio includes a wide-range of project types, including family, senior and permanent supportive housing developments. We have a growing portfolio and are currently active in Illinois, Indiana, Ohio, California, and Michigan.

LOCATION: Remote

DESCRIPTION: A Project Coordinator with UPholdings supports the Project Manager(s) to bring projects from the earliest phases of predevelopment through to building lease-up and operation. Project coordinators are proactive in meeting compliance and other project deadlines, communicating with project stakeholders, and responding to project inquiries to ensure timely completion of development processes. During this process, the Project Coordinator is responsible for a number of related initiatives, including:

- Manage project bookkeeping;
- Initiate and review vendor bids and proposals;
- Assist with financial closings for projects including coordinating third party team members such as contractors, architect, engineers, attorneys and lenders;
- Administration of regular funding draws during building construction;
- Coordinate with supportive service providers and other key community partners;
- Monitor ongoing project compliance and complete required materials as needed;
- Prepare and implement schedules and processes relevant to project lease-up and marketing;
- Assist with the transition of information, compliance requirements, and responsibilities to UPholdings OPERATE division.
- Serve as the in-person UPholdings representative with project stakeholders, as needed;
- Participate in regular staff meetings and other initiatives to facilitate organizational cohesiveness and efficiency;
- Other tasks related to the development of high-quality affordable housing and the positive growth and reputation of UPholdings

Throughout, Project Coordinator works with the Project Manager(s) to assure that all third-party materials and internal planning documentation align with the applicable State's Qualified Allocation Plan, or other controlling criteria. Project Coordinators ensure projects meet the requirements and application processes of tax credit allocations, AHP grants, CSH Project Initiation Loans, HOME Loans, etc., during the application phase and meet all funding draw and compliance requirements during the construction and lease-up phase.

QUALIFICATIONS: A Bachelor's degree with 1-3 year's industry experience. Master's degree in a related field preferred.

SKILLS: Strong verbal and writing skills, must have strong organizational and computer skills including Google Drive and strong skill with spreadsheets. Further, candidates for this position should have the ability to work well in a remote setting, remain organized, be detail-oriented, and meet deadlines.

WORK HOURS: 40 hours per week. Must be available on weekends for meetings, and ability to travel.

COMPENSATION: Salary and benefits will be commensurate with experience. UPholdings is an Equal Opportunity Employer.

Apply by sending your resume and cover letter to petra@upholdings.com. It is our policy and practice to provide and promote equal opportunities for all applicants without regard to race, color, sex, sexual orientation, age, marital status, religion, veteran status, national origin, medical condition, handicap, or disability.