

Job Title: Assistant Project Manager (Advancements)
Reports to: Advancements Project Manager
Location: Los Angeles, CA (Hybrid/Remote Flexible)
FLSA Status: Non-Exempt
Hours: This position is full time
Supervises: None

Company Background: Founded in 2005, Clifford Beers Housing is a nonprofit developer of affordable, sustainable and integrated housing and commercial spaces that enhance the lives of individuals, families, businesses and communities in and around Los Angeles. We believe that the only way to tackle the many crises we face including homelessness, racial inequity and climate change, is through approaches that address all these problems together. To that end, we are in the process of undergoing a rename and a rebrand in 2022 that embodies this new holistic approach.

Position Overview: The Assistant Project Manager (APM) is an entry-level position in CBH's Advancements housing development team. The Advancements team develops permanent supportive housing through innovative financing, partnerships, and design, without the use of Low Income Housing Tax Credits (LIHTC).

The APM supports and coordinates housing development project tasks. This individual should be organized, self-motivated, open to changes in plans, and have problem-solving skills. The APM will assist the Advancements team to ensure each project moves in a timely manner and financing, design, and construction documents are updated as needed. While the bulk of this position will focus on external project team management, the APM will receive training to build skill and capacity. Staff evaluations occur once per year and are based on the performance of the individual and the department's effectiveness in achieving production goals. An individual's position description may change each year.

Objectives and Responsibilities:

- Coordinates external project teams through predevelopment, construction, and lease-up
- Produces project proformas and schedules, performs financial feasibility studies
- Attends construction meetings, site inspections, permitting meetings, as needed
- Actively participates in project problem-solving and discussions regarding project strategies
- Develop funding applications for public and private financing consistent with funding regulations and within funding deadlines
- Assist with new site acquisitions, obtaining entitlements, project funding, and overall project management. This includes reviewing studies, reports, and loan documents, zoning codes, funding application guidelines, and various bureaucratic processes as needed.
- Perform tasks necessary to further housing development activities as directed by the Advancements Project Manager.

This is not an exhaustive task list, and other duties may be assigned as deemed appropriate or necessary by the supervisor.

Requirements:

- Passion for and support of CBH's mission and a passion for innovation

- A Bachelor's degree and preferably a Master's degree in business, finance, political science, public administration or urban planning.
- 2-5 years' work experience in a related field required. Relevant work experience may be substituted in lieu of a master's degree.
- Must be comfortable making the best decision possible with whatever information is available and changing course as circumstances change.
- Ability to perform under pressure with interruptions to meet deadlines
- Strong time management and organizational skills with attention to detail and accuracy
- Ability to synthesize and understand information from a variety of sources and documents
- Strong attention to detail and the ability to manage multiple projects, establish workload priorities, and meet deadlines
- Experienced remote worker
- Familiarity with the MS Excel, Word, and Outlook; with Adobe Acrobat Pro

Salary and Benefits:

- \$55,000-\$70,000 annual salary, DOE
- Medical, Dental, Vision, and Life Insurance per the company plan at no cost to you
- 12 Days Sick time per year (prorated for partial years) per the Employee Handbook
- The ability to accrue 10 days paid vacation per year, in accordance with the employee handbook
- The ability to participate in the organization's 403b retirement plan and receive an employer match of your contributions up to 4% of your annual salary
- Paid holidays provided per our policy.

Clifford Beers Housing, Inc. is an equal opportunity employer. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. At CBH, we're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We embrace our differences and know that our diverse team is a strength that drives our success.

CBH is committed to developing a barrier-free recruitment process and work environment. Reasonable accommodation will be provided to any qualified person with a medical or psychiatric disability, providing it will not change the essential nature of the position, nor cause undue hardship to the CBH's operations.

To Apply: email your resume and cover letter to Leora Nessim at lnessim@cbhousing.org