



Building community from the heart

<b>Company Name/Location:</b>	<b>PEP Housing</b>
<b>Job Title:</b>	<b>Housing Development Project Coordinator</b>
<b>Position Type:</b>	<b>Full Time, Exempt</b>
<b>Pay Range:</b>	<b>\$67,500 - \$75,000 DOE</b>
<b>Location:</b>	<b>Santa Rosa, CA</b>
<b>Website:</b>	<b><a href="http://www.pephousing.org">www.pephousing.org</a></b>

### **About the Company**

PEP Housing has been building community from the heart since 1978. We build and manage affordable housing for seniors living on fixed, limited incomes. Our residents live independently in a beautiful, safe place while aging with the grace and dignity deserved by all. With 21 properties, over 650 residents and projects under construction, we keep busy!

### **Position Summary**

Award-winning affordable housing developer is expanding the Housing Development Department to manage significant growth and expansion into other markets and is seeking a motivated self-starter to join the team. As a contributing member of the Development Department, the Project Coordinator will manage a wide range of tasks pertaining to the entitlement, planning, funding, development, and advocacy of PEP Housing's mission of building affordable housing for low-income seniors. The ideal candidate is multifaceted, highly organized, focused, and proactive. They will have skills and experience in affordable housing project management, including knowledge of affordable housing financing, and an understanding of development budgets and operating proformas. They will also thrive in a creative and collaborative work environment that encourages teamwork and innovation, while effectively managing a moving and growing workload.

### **Principle Duties and Responsibilities:**

- Ability to initiate and maintain effective, cooperative working relationships with colleagues and other development team members.
- Assist in updating and maintaining project budgets, proformas, cash flows projections and construction schedules.
- Conduct research to identify funding sources and new projects, policy initiatives, feasibility analysis, predevelopment, construction, and permanent loan phases for development.
- Assist in the preparation of applications for local, state, federal and other funding sources.
- Assist in implementing and coordinating the due diligence processes.
- Assist in the coordination and preparation of various bids, advertisements, and selection process of development team members and contract specialists.
- Assist in the preparation of all types of loan draw requests and documentation for funders.
- Attend project meetings at discretion of supervisor.
- Assist or lead coordination of planning and permit approvals.
- Prepare reports and monitor deadlines and project reporting requirements.
- Assist or lead the preparation of progress reports, as requested.
- Assist in coordination of project transfers to Property/Asset Management and Resident Services Department.
- Administer or assist in project accounting, invoicing, and budget reconciliations, and liaison between HDD and Finance Department.
- Provide administrative support to the Development Department by coordinating meetings,



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taking and preparing minutes at the Development Committee; handling correspondence to banks, investors, the City, etc.; overseeing Warranty Correction Notices (WCN) and ensuring contractors address issues; managing invoices and budgets associated with invoices; managing contracts to ensure all insurance documents are in place; researching funding sources and policy changes; coordinating and corresponding with development team, including architects, civil engineers and consultants.

- Other duties as assigned.

#### **Competencies:**

- Project Management.
- Problem Solving/Analysis.
- Communication Proficiency.
- Technical Capacity.
- Time Management Skills.

#### **Education, Skills and Experience:**

- Bachelor's degree in urban planning, public administration, business, or related/applicable field.
- 1 to 2 years of experience with a community-based nonprofit agency, housing development, lending institution or related business preferred.
- An entrepreneurial and creative approach to problem-solving in the field of housing development.
- Knowledge of federal and state affordable housing programs, housing practices and principles.
- Ability to communicate effectively, both orally and in writing; excellent public presentation/speaking skills.
- Computer literacy in MS Office Suite (Word, Excel, PowerPoint) and ability to learn various other software applications using spreadsheets, word processing, and databases.
- Comfortable working with intangibles.
- Patience, persistence, and a person of integrity.
- Strong interpersonal skills necessary to work effectively with a diverse community of people and organizations.
- Knowledge and awareness of issues faced by low-income families.
- Valid California driver's license, automobile liability insurance, and transportation for use at work is required.
- Must comply with all applicable rules and regulations of PEP Housing and regulators/funders as appropriate.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

#### **Supervisory Responsibility**

This position has no supervisory responsibilities.



PEP employees are as important as our residents. Our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

**Benefits:**

PEP's benefits include health/welfare plans (medical, dental, vision, Group Life and AD&D Insurance etc.); 401K plan; work-life benefits (paid vacation and 17 company holidays); Employee Assistance Program, career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

**How to Apply:**

Please submit resume and cover letter with salary requirements to: [Hr@pephousing.org](mailto:Hr@pephousing.org).

*We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information, or any other protected category. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.*