

Project Associate

Department: Development

Office: Foster City Office

Location: Foster City, CA

WHY MIDPEN

At MidPen, we build communities that change lives. Since 1970, we have been committed to our mission: to provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect.

We develop affordable housing, provide professional property management for all our communities, and coordinate robust onsite support programs that help residents thrive. We are active in 12 Northern California counties and have earned recognition as one of the nation's leading non-profit developers and stewards of affordable housing. Our current portfolio of more than 130 properties is home to 20,000 working families, seniors, and people with special needs. We take pride in delivering affordable housing solutions, and we invite you to join us on a journey toward social, economic, and racial equity.

BENEFITS AND COMPENSATION

In 2023, MidPen was again certified as an official Great Place to Work®, and for good reason! In addition, we offer a best-in-class benefit package that includes healthcare options (Kaiser or Sutter), dental, vision, life & disability insurance. We also offer a wide range of voluntary benefits; 403(b) retirement investment opportunity and annual financial literacy and retirement planning options, FSA for childcare, medical and commuter benefit options, Employee Assistance program and pet insurance for our furry, feathered, and scaled friends. In addition to 14 paid company holidays, which include a paid winter holiday break between Christmas and the New Year, we offer 4 paid wellness days for employees to disconnect and recharge. As a learning organization, we encourage professional development and career advancement, and we offer up to \$3,000 annually (\$12,000 lifetime maximum) for education assistance with tuition reimbursement and/or loan debt

relief that includes qualified family members. And, as a family-friendly company, we offer a paid time off parental leave benefit of 12 weeks in a 12-month period for new or expecting parents. Check out our benefits snapshot on our careers page.

PAY RANGE

\$28.00 - \$39.00 Hourly - Pay based on applicable experience and qualifications

POSITION OVERVIEW

The Project Associate is part of the Development Department, working with project teams to support the development of affordable housing communities, including entitlement, financing, design, construction, leasing, and ongoing maintenance. Project Associates are supervised by a Director of Housing Development and perform a variety of complex tasks involving administrative, analytical, and project management functions in a dynamic professional environment. A Project Associate must use considerable judgment and initiative to determine the approach or action to take in non-routine situations. Responsibilities include representing MidPen to vendors and external partners, preparing internal and external documents, and creating content for competitive financing applications to support the growth and consistent quality of the Development Department's work and affordable housing.

Hybrid Position: In office 2 days a week

Office Locations: Watsonville, East Bay, Foster City, North Bay.

ESSENTIAL DUTIES

- Coordinates and participates in meetings with internal departments, outside consultants, contractors, public agencies, and financial partners as necessary and required during initial feasibility and due diligence
- Prepares presentation materials as needed, including graphs, slide decks, and printed materials for internal and external partners as requested
- Organizes and maintains documents electronically on the MidPen server
- Assists with construction and permanent loan closings including coordination of due diligence, internal document review, and title documents

- Facilitates the transition of projects to Asset Management team, including identification of key issues and terms in a project summary, and hand over of critical documents
- Assists with preparation of responses to development Request for Proposals (RFPs)
- Prepares and maintains filing system for projects
- Manages written correspondence with external partners
- Prepares project specific proposal requests, solicits bids from reputable consultants, prepares verbal and written responses, and prepares vendor contracts for execution
- Obtains copies of architectural and engineering plans as necessary for submittal to public agencies or other consultants
- Completes research tasks as needed to support Project and Portfolio Managers, including research on warranty issues, appliances, and other products
- Assists in preparation of planning materials
- Assists in preparation of logistics and materials for community meetings and outreach
- Maintains Department's online database, as assigned
- Compiles Reports for the Development Department
- Assist with general duties as assigned
- Performs other assignments as requested

QUALIFICATIONS

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

Education and Experience

- High School diploma (GED) with a minimum four years of experience in an office setting or an Associate's degree with a minimum two years of experience in an office setting or a Bachelor's degree
- Interest in affordable housing and passion for finding housing solutions

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office Software, including PowerPoint, Excel and Word.
- Ability to read and interpret documents such as contracts, procedure manuals, funding regulations, public agency reports, and building and zoning codes.
- Ability to write reports and correspondence
- Demonstrated ability to communicate professionally and effectively via phone and in writing with site staff and internal partners, and external vendors
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent
- Ability to compile and analyze data accurately and proficiently
- Ability to adapt to changing needs of the Development Department as new projects and tasks arise
- Detail oriented
- Ability to work both within a team and independently
- Ability to multi-task under pressure to meet competing deadlines, gather and analyze information, and solve problems skillfully and timely in a fast-paced work environment
- Must possess a valid California Driver's License, auto insurance and reliable transportation
- Commitment to the Mission and Values of MidPen Services and MidPen Housing

Physical Requirements

- Constantly perform desk-based computer tasks, frequently sitting
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 15 pounds
- Rarely twist/bend/stoop/squat, kneel/crawl

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

EQUAL OPPORTUNITY EMPLOYER

MidPen Housing Corp. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Consistent with its obligations under the law, MidPen Housing Corp. will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job. MidPen believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

To apply, visit <https://apptrkr.com/5786625>

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