



JOB DESCRIPTION

TITLE:	Assistant Project Manager
REPORTS TO:	Associate Director of Housing Development
DEPARTMENT:	Housing Development
STATUS:	Regular, Full-Time, ; non-exempt
GRADE:	10
WAGE RANGE:	\$33.00 - \$40.00/hour
LOCATION:	232 Eddy St, San Francisco, CA 94102
SCHEDULE:	Monday - Friday; 9:00 am - 5:30 pm; Hybrid

ORGANIZATION OVERVIEW

Mission: Tenderloin Neighborhood Development Corporation (TNDC) provides affordable housing and services for low-income people in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources.

Established in 1981, TNDC has grown to employ nearly 450 staff, to develop, own, manage and provide supportive services in 44 properties that offer deeply affordable housing for 6,100 tenants, and to expand its work in community organizing and afterschool programming. TNDC is viewed as a trusted and well-organized community ally locally and a practice leader nationally. In San Francisco, TNDC envisions diverse communities where people with low incomes can fulfill their potential and meet their basic needs. In the Tenderloin, TNDC stands as a catalyst for advancing community interests and a force for expanding the choices that enhance livability, such as housing, employment, education, food, cultural activities, and open spaces.



TNDC values are: **Integrity, Excellence, Inclusion, Collaboration** and **Equity**

DEPARTMENT OVERVIEW

TNDC's Housing Development department creates high quality, permanently affordable housing for low-income individuals, families, and seniors. Our team is responsible for managing the acquisition, finance, design development and construction of affordable rental housing projects and works in close collaboration with our interdepartmental teams. In recent years, Housing Development has implemented a structure designed to put its most experienced staff in leadership roles, while growing and mentoring its talented team of Project Managers, Assistant Project Managers, and Project Administrator. We incorporate in-house training, supervisor coaching, and a budget for external conferences and trainings for staff. TNDC's Housing Development department developed over 3,800 units, with 251 units currently under construction and 1,300 in predevelopment.

SUMMARY

This is an entry level position to real estate project management and affordable housing development. Under the supervision of the Associate Director of Housing Development, the Assistant Project Manager is responsible for providing substantive project support to the Associate Directors, Senior Project Managers and Project Managers. There are some administrative responsibilities along with more technical project responsibilities. We are seeking an individual knowledgeable or interested in affordable housing and detail-oriented, has strong problem-solving, verbal and written communication skills, and is highly organized.

ESSENTIAL DUTIES

- Assist with entitlements and permit approvals from City planning, building inspection, and other agencies.
- Assist during the construction process including processing change orders, construction pay applications, and compliance with local government and lender requirements.
- Assist with construction and permanent financing applications. Help package materials for funding applications, periodic and regular reports, and special requests to lenders, investors and other funders.
- Coordinate, attend, and facilitate project-related meetings as necessary. Take minutes at these meetings as requested.
- Help organize, coordinate, document and facilitate escrow closings.
- Assist with bid and qualifications processes to select project consultants.
- Research, analyze and compile project information for monthly reporting, marketing and funding requests.



- Create and maintain centralized electronic files for project records and project information binders.
- Coordinate logistics for special events such as groundbreaking and grand openings.
- Schedule and coordinate meetings for Director, Associate Directors, and Project Managers.
- Prepare monthly development reports for communication to funders and TNDc Board of Directors.
- Assist with community outreach duties as needed. Attend neighborhood, community, and project meetings.
- Assist during the construction process including processing change orders and complying with local government and lender requirements.
- Undertake tasks as may be assigned by the Director, Associate Directors, or Project Managers.
- Process invoices, file, copy, and other general office duties as requested

REQUIRED SKILLS

- Strong problem-solving and critical thinking skills with consistent attention to detail.
- Proactively manage multiple deadlines and work well under pressure for multiple team leaders.
- Work effectively both independently and in a team, with keen ability to both give and follow directions.
- Facile with information technology, including Windows, Word and Excel.
- Highly organized and excellent time management skills.
- Excellent verbal, written communication and interpersonal skills.
- Ability to effectively present information to various parties and partners, verbally and written.
- Excellent judgement with proven ability to prioritize demanding work.
- Relate positively to people from diverse background and professional levels.
- Adapt to changing needs of the department as new projects and tasks arise.

MINIMUM QUALIFICATIONS

- High level of proficiency with Microsoft Excel and Word.
- Familiarity with affordable housing or nonprofit sector.
- Strong attention to detail and ability to work under tight deadlines

PREFERRED QUALIFICATIONS



- Bachelor degree plus one-year experience working in an office environment or equivalent.
- Exposure to real estate development, affordable housing, construction. Or urban planning.

Tenderloin Neighborhood Development Corporation is an Equal Opportunity Employer. In compliance with the San Francisco Fair Chance Ordinance (August 13, 2014), all qualified applicants with criminal histories will be considered for the position.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

This job description is not a written or implied contract of employment and may be modified as the need arises.

Assistant Project Manager

Date

Senior Project Manager

Date