

At Mercy Housing, we are on a mission to redefine affordable, low-income housing and create a more humane world where communities thrive, and all individuals can realize their full potential. As the largest nonprofit affordable housing provider in the nation, we build, preserve, and manage program-enriched housing across the country.

The **Assistant Project Manager II** will perform real estate development, community development, administrative, technical tasks, and analysis under the supervision of Project Developers in the development of housing projects. We encourage individuals with lived experience to apply. This position is eligible for a hybrid work schedule.

**Pay:** \$35.00-38.00/hour DOE

**Benefits:**

- 15 days of earned PTO your first year, 12 company holidays + 2 floating holidays.
- Early close Fridays - 3 paid hours off early each Friday.
- Health, dental (adult and child orthodontia included), vision, and pet insurance.
- Employer paid life insurance.
- 403b + match, paid volunteer time, and more.

**Essential Duties and Responsibilities**

- Assists Developers in coordinating with other Mercy Housing departments to determine project feasibility, ensure regulatory compliance and to facilitate a successful transition from development to operations.
- Coordinates resident relocation plans.
- Performs tasks necessary to obtain local approvals and neighborhood acceptance of proposed housing projects, including submitting land use applications, attending hearings and neighborhood meetings, and fostering a team approach to obtaining neighborhood acceptance.
- Performs tasks necessary to gather resident input and acceptance of rehabilitation projects.

**Minimum Qualifications of Position**

- Bachelor's Degree in Economics, Planning or related field.
- Three (3) years of experience in related work.

**Preferred Qualifications of Position**

- Professional Certifications.
- Experience in affordable housing.

**Knowledge and Skills**

- Detail oriented, especially in creation and analysis of financial spreadsheets.

- Relate positively to people from diverse backgrounds and professional levels.
- Multi-task and prioritize duties.
- Strong organizational skills.
- Familiar with Mercy Housing structure.
- Understands general concepts of affordable housing, finance and related processes.
- Excellent interpersonal skills, verbally and written communication.
- Computer proficiency level in Microsoft Office Suite software.

This is a brief job description of the job duties/responsibilities.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.