

An exciting opportunity is now available on the Real Estate Team!

Project Coordinator

\$44.31 – \$59.38 Hourly DOQ

Opening Date: March 23, 2026

Closing Date: Ongoing Recruitment Until Filled

First Applicant Review: April 3, 2026

After training period, hybrid work schedule of 2-3 days minimum per week in office
(Downtown San Jose)

9/80 Work Schedule with alternating Fridays off

Are you interested in making an impact on the community? The Santa Clara County Housing Authority (SCCHA) is the county's largest provider of affordable housing, and we envision a future where we expand our commitment to increasing and preserving the supply of safe and affordable housing for low-income families.

How You Will Make an Impact:

The Santa Clara County Housing Authority (SCCHA) is seeking a Project Coordinator to support the agency's affordable housing initiatives and asset management goals. The Coordinator handles a mix of technical and administrative tasks, including responding to inquiries, researching and compiling information, and managing specialized reporting projects. Additionally, the role involves tracking and reconciling financial, operational, and statistical records. The Coordinator also provides confidential support to management, staff, and various boards. This position assists with onboarding new hires and manages office arrangements for team members. It's a dynamic and flexible position requiring a mix of organizational skills and attention to detail.

What Our Team Is Looking For:

Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

An associate's degree and two years of experience providing administrative support in the community development, real estate, affordable housing, finance, public or business administration or related field. Certification as a California Notary Public is desirable.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Our Ideal Candidate:

The successful candidate will join a dynamic team of professionals and will possess the following skills:

- **Customer/Resident Service** – values and recognizes the needs of both internal and external customers and residents.
- **Initiative** – proactively seeks solutions to resolve challenges.
- **Exceptional Communicator** – expresses ideas clearly and concisely and values the diversity and differences brought by others to build and maintain interpersonal relationships.
- **Teamwork** – enjoys working collaboratively with others and problem-solving.
- **Judgement & Decision Making** – a critical thinker and problem solver. Makes decisions in compliance with the law and SCCHA policies.

For a detailed description of the position's essential functions, please click [HERE](#).

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your application:

- A completed Santa Clara County Housing Authority online application including supplemental responses.
- A detailed resume that highlights your related skills and experience is required.

Candidates must complete the Santa Clara County Housing Authority [application form](#) for this position and submit it online. Please note that incomplete applications will not be accepted.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to complete the Supplemental Questionnaire. This will be used throughout the process to assist in determining each applicant's qualifications for the position. The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The Santa Clara County Housing Authority is an Equal Opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required before accommodation. Under federal law, all employees must provide documents that authorize the right to work in the United States.

SUPPLEMENTAL QUESTIONS:

1. Can you please describe your experience in providing administrative support to community development, real estate, affordable housing, finance, public or business administration or related field?
2. This position typically works a hybrid schedule, including 2-3 days per week in our Downtown San Jose office, on a 9/80 work schedule. Are you agreeable to these terms?
3. Why are you interested in an opportunity to join the Santa Clara County Housing Authority's Real Estate Development team?
4. Please describe how your previous experience aligns with the needs of this position.