

**MID-PENINSULA HOUSING
JOB DESCRIPTION**

JOB TITLE: Associate Project Manager (Development)
DEPARTMENT: Development
SUPERVISOR: Vice President of Real Estate
FLSA STATUS: Exempt

SUMMARY:

The Associate Project Manager is assigned to the Development Team to provide administrative help in the team's daily operations.

ESSENTIAL JOB FUNCTIONS:

Provide Administrative Support

- Schedule meetings as requested by Project Managers and prepare meeting minutes.
- Prepare and maintain filing system for new projects.
- Prepare outgoing mail and make photocopies.
- Obtain copies of architectural and engineering plans as necessary for submittal to public agencies or other consultants.
- Attend Team meetings.
- Provide additional administrative support to Project Managers as tasks arise.

Assist with Project Management

- Prepare portions of applications for funding and government approval;
- Assist with acquisition, construction and permanent loan and syndication closings, under the supervision of Project Managers.
- Prepare, collect, and locate documents for use in due diligence procedures as assigned.
- Assist Development Draw Clerk in preparing predevelopment and construction draw requests to lenders for Project Manager approval.
- Complete research tasks as needed in order to support Project Managers, including research on warranty issues, furnishings, and other products.
- Research potential sites as assigned.
- Assist with preparation of responses to RFPs, including community research and document preparation.
- Keep corporate information updated for inclusion in RFPs and financing applications.
- Prepare presentation materials as needed, including graphs, power point slides and printed materials for community outreach, planning submittals/applications, etc.
- Assist in preparation of resolutions and board memos as requested

Coordinate Information Flow and Assist with Project Close-out

- Facilitate the transition of documents and summaries between departments, including turnover to central files and creation of project closing binders.
- Organize and Maintain documents including department procedures on the Development drive of the MPHC server
- Manage Department information and share information with other departments as needed.
- Compile and distribute Reports for the Development Department.
- Assist with general duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Urban Planning or Community Development or related fields.
- Proficient in Microsoft Office Software, including Access, Excel, and Word.
- Ability to read and interpret documents such as codes, operating, and maintenance instructions, and procedure manuals. Ability to write reports and correspondence.
- Ability to communicate effectively by phone and in person.
- 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 and to draw and interpret bar graphs.
- Ability to compile data accurately and proficiently.
- Ability to solve practical problems, tackle new projects, and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to adapt to changing needs of the Development Department as new projects and tasks arise.
- An interest in the development process and affordable housing a plus!

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.