



EAST LA COMMUNITY CORPORATION

Job Description

Job Title: Assistant Project Manager

Department: Real Estate Development

Reports To: Director, Real Estate Development

FLSA: Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over our 28-year history, we have leveraged millions in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 3,000 people.

Summary: ELACC seeks an Assistant Project Manager who will work as part of the development team and assist in a full range of development related activities for multi-family affordable housing developments. The Assistant Project Manager (APM) assists in the predevelopment process thru acquisition, community engagement, entitlements, funding application cycle, construction loan closing, construction, lease-up and permanent loan conversion. The APM, with supervision and direction, supports the Real Estate Development Department by taking on specific tasks of the development process, as assigned, to advance the project management of multi-family affordable housing developments.

Under the supervision and direction of the Director of Real Estate Development, the Assistant Project Manager's primary responsibility is to assist in a full range of real estate development functions in order to ensure project deadline requirements and budget guidelines are met relating to the development of multi-family affordable housing.

The Assistant Property Manager is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization's mission, vision, and values.

Duties and Responsibilities include the following. Other duties may be assigned.

- Prepare, Coordinate, and complete loan and funding applications to various private and public funding agencies for its real estate projects and submit for peer review and approval*
- Administering loan closings, including working with attorneys, lenders, investors, and escrow/title companies in the coordination and delivery of due diligence, and legal and financial documents*
- Conduct due diligence on properties during the acquisition and predevelopment phases*

- Obtain clearances during the plan check process in order to obtain building permits*
- Prepare, maintain, and submit funding draws to numerous financial institutions for acquisition, predevelopment, and construction phases of affordable housing projects
- Maintain accurate and up-to-date files for all projects*
- Support in all phases of development, including feasibility analysis, community engagement, design development, securing of financing, construction, and lease up*

Candidates should be detail oriented and able to communicate all agreement milestones and performance items to responsible parties. Have an understanding and applicable experience in working with the California Tax Credit Allocation Committee funding program as well as other City, County and State funding sources.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

A strong understanding of basic math including basic understanding of statistics and charting. Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to add, subtract numbers, carryout divisions, and multiplication.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word and Microsoft Excel.

Education/Experience:

Bachelor's degree (B.A./B.S.) from an accredited University with:

- one (1) year relevant experience in real estate, urban planning/housing development, finance, public policy, or related field.
- First hand knowledge of affordable housing

*essential function

Knowledge, Skills, and Other Abilities:

General understanding of real estate development concepts and affordable housing finance	Demonstrated ability to prioritize and meet communicated schedules and deadlines
Strong problem solving skills.	Strong interpersonal skills
Ability to use discretion and use independent judgement during the course of performing job duties	Must have reliable transportation with valid insurance
Extremely organized and able to multi-task	Public speaking and presentation skills
Expected to demonstrate professionalism	Attention to detail and have accuracy in daily work

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

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.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, and outdoor weather conditions.

The noise level in the work environment is usually moderate.

Compensation: Starting pay is at \$32.25 per hour. This is a full-time bargaining member position with a benefits package that includes health, dental, retirement, life and disability insurance. ELACC is on a 9/8/80 Alternative Work Week Schedule.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to: Human Resources Manager

Email: jobopportunities@elacc.org, www.elacc.org