



## **Project Administrator**

**About African American Cultural Center:** AACC is a community-based initiative to establish a distinguished hub for the African American Community in Silicon Valley. AACC is the City's first Black-owned non-profit community development entity and is establishing itself as the pre-eminent developer of affordable housing and distinguishing community spaces. Its Signature Project will be the first project undertaken by AACC in partnership with First Community Housing and the African American Community Services Agency.

**Project Description:** The Project Administrator works closely with AACC's Senior Project Administrator/Executive Director and other members of the staff to manage an assigned group of projects from feasibility analysis and design to securing financial commitments and construction. The Project Administrator is responsible for providing project management expertise to ensure that the projects remain on time, within budget, and compliant with stated goals and vision for the development. This position provides technical and administrative support to staff of the AACC and its consultants. This is a position geared toward individuals interested in a career in community development and affordable housing development, possessing skills that enable them to participate in a variety of large-scale, real estate development activities.

### **Position Responsibilities with Oversight from Senior Project Administrator/Executive Director:**

- Prepares a variety of applications and proposals, including applications for local, state and federal funding for affordable housing. Duties include writing narratives and compiling required attachments.
- Attends meetings on project strategy and occasional local government and community meetings.
- Attends development project status meetings.
- Assists in loan closing process, including preparation and submittal of required documents.
- Prepares loan draw requests.
- Assists with groundbreaking and opening events, and brown bag discussion series.
- Undertakes Project Development-related tasks as may be assigned by the Senior Project Administrator/Executive.

### **Desired Skills:**

- Integrity and commitment to AACC's mission, vision, and values;
- Experience with increasing responsibility in multi-family housing development;
- Excellent written, verbal communication, and presentation skills with keen attention to detail;
- Ability to self-direct and prioritize among competing goals, exhibit flexibility, and drive results in a fast-paced, entrepreneurial environment;

- Non-profit experience a plus;
- Bachelor's Degree or a combination of education & relevant experience.

**Compensation and Benefits:**

Highly competitive benefit package (health, dental, vision, 401(k), FSA, generous paid holidays and time off); Compensation will be commensurate with experience (starting at \$90,000).

**To apply please send a cover letter and resume to Jose J. Lujano at [JoseL@firsthousing.org](mailto:JoseL@firsthousing.org).**

*AACC is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. AACC is committed to diversity, equity, and inclusion and our goal is to have a workforce that is representative of the communities that we serve.*