



Job Description

Associate Project Manager

First Community Housing (FCH) is an award-winning California 501(c)(3) Non-Profit Housing Development Corporation located in San Jose, California. Since 1986, FCH has created housing for low-income residents in 21 affordable rental housing developments (over 1,800 units) throughout the San Francisco Bay Area. FCH has been a pioneer of the integrated design-build process, leading to innovative design and sustainability. Low-income populations we serve include families, seniors, individuals, and those who are formerly homeless, developmentally disabled, and clients of mental health services.

FCH's Development Department is expanding and has an amazing opportunity for an Associate Project Manager to join its team to help with its healthy pipeline of projects. This is a great opportunity for someone that is passionate about affordable housing and is looking for a career track in project management.

Position Description: The Associate Project Manager (APM) works closely with project managers and the Director of Housing Development to complete tasks related to the development of projects from feasibility analysis through construction and conversion. The APM is expected to bring general knowledge of urban planning and the real estate development cycle to the position. The APM assists and supports project managers by handling discrete components of various development projects including, but not limited to:

- Conduct research such as legislative issues, land use, municipal code, funding applications and other affordable housing-related topics
- Timely communication to project team
- Create and maintain budgets and schedules, which includes coordination with internal staff as well as the Design Team
- Assist with preparation of responses to development Request for Proposals/Funding applications
- Management all relevant consultants such as contracts, payments and correspondence
- Assist in preparation of planning department submission materials, public engagement, and approval process
- Assists with project design development, including working with the Design Team to meet all regulatory and program design requirements
- Assist with construction and permanent loan closing due diligence, internal document review, and title documents
- Track invoices, prepare loan payment applications (draws) and coordinate other discrete project accounting tasks
- Assists with the preparation and interpretation of project pro formas and financial analysis
- Assists with funding applications such as tax credit financing, governmental loan and grant programs, etc.
- Assists in obtaining pre-development, construction, and permanent funding commitments
- Assist with organizing, coordinating, documenting and facilitating escrow closings

Growth Expectation: The Associate Project Manager will be expected to grow within their position to be able to handle all the tasks above independently and with a sense of ownership and urgency. The broad exposure gained in this position may facilitate the advancement to a project management position.

Reports to: The APM will report to the Director of Housing Development and will be managed by the project managers they are supporting with individual tasks.

Required Skills:

- One or more years of experience with increasing responsibility in real estate development
- A Bachelor's Degree in business administration, architecture, construction, environmental studies, social work, urban planning, political science or other housing related field
- A Master's Degree in urban planning is *preferred*
- 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
- LEED Accreditation is *preferred*

Salary Range: Starting at \$70,000 and will be compensated based on experience.

Benefits: Benefits package includes medical, vision and dental insurance, and PTO (paid time off) leave for all full-time employees. Dependent coverage is available at the employee's expense. In addition to PTO accrual, First Community Housing recognizes 15 paid holidays.

Diversity, Equity and Inclusion: Applicants must have a strong commitment racial equity as it is central to FCH's mission in the way we treat and reflect the communities we serve as well as the intention we put into how to treat each other and every organization we work with.

Work Environment: This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers. It is essential that applicant be proficient in Microsoft Suite of products i.e., Word, Excel, PowerPoint as well as be familiar with file sharing and collaborating platforms such SharePoint as well as virtual communication platforms such as Teams and Zoom.

Some travel will be required to view properties, prospective sites, to attend meetings at construction sites and at public agencies as well as to attend events and conferences. A reliable form of transportation is required.

FCH offers employees a hybrid working environment with employees working both in the office and

from home if they so choose and work duties permit. All work-from-home arrangements are made on a case-by-case basis and must be approved in advance by your direct supervisor.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to tracking their time, working their normal schedule, and maintaining productivity.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

NOTE: *This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

First Community Housing is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**Interested persons should send a resume and cover letter to Vianey Nava,
Vianeyn@firsthousing.org.**

Please note "FCH--Associate Project Manager" in your subject line.