

Habitat for Humanity East Bay Project Assistant Job Description

Date: July 2010

Department: Real Estate Development

Reports to: Assistant Project Manager

Classification: Full time, Intern

Habitat for Humanity East Bay Mission:

Inspired by God's love, our mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

Position Purpose:

The Project Assistant (PA) is a full time internship position, for up to one year, responsible for assisting in the project development process on multiple projects simultaneously. The activities of this position include assisting in: managing project budgets, establishing schedules for project phases, securing project financing from private and public sources, working with public agencies and local community groups during the development process, and coordinating the homes sales processes. The position may be extended for a second year, depending on funding.

Essential Functions of Position:

Project Financing

- Assist in securing public and private financing for projects;
- Assist in coordinating disbursement/draw requests with accounting/finance staff;

Project Budgeting & Cash Flows

- Assist in managing project costs;
- Review and authorize all non-construction project invoices/expenses and submit for payment;
- Assist in monitoring expense reports from finance department and provide corrections/explanations;

Project Team & Partnerships

- Develop and maintain good working relationships with development partners and funders to achieve mutual goals;
- Assist in coordinating selection and managing performance of architects, consultants, attorneys, engineers, and other project specialists and team members;

Planning and Permitting Process

- Assist in coordinating HEB's representation before public agencies and community organizations, including developing and maintaining strong relationships with government representatives and aiding with presentations in front of government entities;
- Assist in managing preparation and processing of all necessary entitlement applications and other required approvals in coordination with project team;

Project Schedules

- Assist in creating and coordinating project schedules;

Project Reports

- Prepare and submit reports to funding sources for projects, in a timely manner;
- Provide periodic reports on project progress or key issues and findings;
- Regularly create/update project information for HEB's website and newsletter and provide to the Fund Development department;

Knowledge, Skills, and Abilities:

Affordable Housing Development

- Minimum one year experience in housing and real estate development, real estate finance, architecture, construction, or planning;
- Bachelors Degree in Business Administration, Real Estate, Architecture, Engineering, or Urban Planning;
- Experience and knowledge of working within deadline and budget from start to finish;
- Proficient in Microsoft Project, Excel and Word, aptitude/willingness to learn other management software programs;
- Commitment to affordable housing development and specifically the HEB mission to create homeownership opportunities for very low, low, and moderate income families;
- Possess a temperament that is suitable for the environment of a volunteer-oriented, non-profit organization and the ability to create a work environment that is cheerful, productive and inclusive;

Negotiation and Management Experience

- Experience building professional relationships;
- Ability to work in teams and coordinate diverse input into the development process;

Communication Skills

- Strong written communication skill;
- Strong oral communication skills and experience making presentations;
- Ability to work effectively with different social and economic groups in community meetings and guide the community design process and acceptance;

Finance

- Some financial background preferred;

Design / Construction

- Must have a general knowledge of wood frame construction details and methods preferred;
- Ability to read and understand architectural, structural, & civil engineering plans preferred;
- Understanding of sustainable building techniques preferred;

Work Environment/Physical Requirements:

Primarily office work, some travel and attending night and weekend meetings as required.