



Building community from the heart

Company Name/Location: PEP Housing/Santa Rosa, CA
Job Title: Housing Development Project Coordinator
Position Type: Full Time, Non-Exempt
Pay Range: \$23-28/hr., DOE
Location: Santa Rosa, CA
Website: www.pephousing.org

About the Company

PEP Housing is in its 43rd year building community from the heart. We are a successful non-profit that builds and manages affordable housing for seniors living on limited, fixed incomes. With 18 properties, over 500 residents and projects under construction, we keep busy!

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (paid vacation and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

Position Summary

Assists the Project Manager and Housing Development D with selected tasks and various routine aspects of the planning, development and implementation of an affordable housing project through acquisition, construction and occupancy. The HDPC ensures specific projects are implemented efficiently, successfully and within the agreed terms of the project. This position is involved in all aspects of project implementation.

Principle Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to initiate and maintain effective, cooperative working relationships with colleagues and other development team members.
- Assist in updating and maintaining project budgets, proformas, cash flows projections and construction schedules.
- Serve as a research assistant to identify funding sources and new projects, policy initiatives, feasibility analysis, predevelopment, construction, and permanent loan phases for development.
- Assist in the preparation of applications for local, state, federal and other funding sources.
- Assist in implementing and coordinating the due diligence processes.
- Assist in the coordination and preparation of various bid, advertisements and process to select development team members and contract specialists.
- Assist in the preparation of all types of loan draw requests and documentation for funders.
- Attend project meetings at discretion of supervisor.
- Take and prepare minutes of meetings.
- Assist or lead coordination of planning and permit approvals.
- Prepare reports and monitor deadlines and project reporting requirements.
- Assist or lead the preparation of progress reports, as requested.
- Assist in coordination of project transfers to Property/Asset Management and Resident Services



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Department.

- Administer or assist in project accounting, invoicing, and budget reconciliations; act as liaison between HDD and Finance Department.
- Administrative support to include coordination of Development Department meetings; handling correspondence to banks, investors, the City, etc.; oversee Warranty Correction Notices (WCN) and ensure contractors address issues; manage invoices and budget associated with invoices; manage contracts to include ensuring all insurance documents are in place; research funding sources and policy changes; coordinate and correspond with development team, including architects, civil engineers and consultants; serve as Administrative Assistant to the Director of Housing Development.

Education, Skills and Experience:

- Bachelor's degree in urban planning, public administration, business, or related/applicable field; previous experience with a community-based nonprofit agency, housing development, lending institution or related business preferred.
- An entrepreneurial and creative approach to problem-solving in the field of housing development.
- Knowledge of federal and state affordable housing programs, housing practices and principles.
- Ability to communicate effectively, both orally and in writing; excellent public presentation/speaking skills.
- Computer literacy in MS Office including Word, Excel, PowerPoint and ability to learn various other software applications using spreadsheets, word processing, and databases.
- Comfortable working with intangibles.
- Patience, persistent and a person of integrity.
- Strong interpersonal skills necessary to work effectively with a diverse community of people and organizations.
- Knowledge and awareness of issues faced by low-income families.
- Valid California driver's license, automobile liability insurance, and transportation for use at work is required.
- Must comply with all applicable rules and regulations of PEP Housing and regulators/funders as appropriate.

Qualified candidates can apply by emailing resumes to Sharonr@pephousing.org.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.

COVID-19 considerations:

PEP Housing requires its employees to be fully vaccinated.