



**CatholicHousingServices**  
O F W E S T E R N W A S H I N G T O N

**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT**

**POSITION TITLE:**

Housing Developer Assistant

**REPORTS TO:**

Director of Housing and Community Development

**OPENING DATE:**

May 11, 2010

**CLOSING DATE:**

Open until filled

**LOCATION OF POSITION:**

Catholic Housing Services  
100 23<sup>rd</sup> Avenue S.  
Seattle, WA 98144

**HOURS:**

Full-time: 37.5 hours/week

**STATUS:** Non-Exempt

**GRADE:** 12

**BEGINNING PAY:** \$19.44+/hr. DOE

**POSITION DESCRIPTION:**

The Housing Developer Assistant is responsible for assisting the development staff in the process of planning and developing housing projects that are designed to provide affordable housing for low-income individuals or families.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**1. Feasibility Analysis**

- a) Assist housing developer in researching and developing information required for project concept development.
- b) Assist housing developer in researching and developing project budgets.
- c) Provide assistance to housing developer with due diligence on funding sources and site acquisition.
- d) Assist development team through feasibility analysis; coordinating with internal staff and outside consultants to arrive at recommendations.
- e) Assist the housing developer in the acquisition of properties from purchase and sale agreement to closing and escrow.

**2. Project Management**

- a) Assist the housing developer in maintaining all project management tools including the budget, schedule, financial spreadsheets and other tools.
- b) Assist the housing developer in managing the design process with architects including securing all land use and building permits.
- c) Under the direction of the project manager, process and maintain accurate and functional filing system for all construction process documents including draws, change orders, meeting minutes etc.
- d) Assist the housing developer and project team in construction administration including tracking costs, schedules and budgets.

**3. Funding Source Development**

- a) Prepare clear and effective private and public funding applications.

- b) Assist Finance and Agency leadership to understand loan, contract and other documents.
- c) Assist with the financial due diligence and contracting process with all public funding sources.

**4. Project Close-out**

- a) Facilitate the completion of appropriate reports to all funders.
- b) Facilitate completion of necessary cost certifications with accountants and consultants.
- c) Complete archiving of project files.
- d) Finalize transition of all files other materials.

**PHYSICAL AND MENTAL ACUITY DEMANDS:**

The requirements 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.

- 1. Able to hear telephone rings, phone conversation and normal level of face-to-face conversation.
- 2. Able to speak clearly in person and on the telephone.
- 3. Able to handwrite legibly.
- 4. Able to read normal size print and handwritten notes.
- 5. Able to sit for sustained periods of time.
- 6. Mobility/dexterity of hands/arms to enable using a computer and other office equipment.
- 7. Able to make independent decisions and apply sound judgment in performing job duties.

**MINIMUM QUALIFICATIONS:**

- 1. BA degree in finance, public administration, business, or related field.
- 2. Two years experience in affordable housing or related field.
- 3. Demonstrated ability to work collaboratively as a member of a team and to work independently when indicated.
- 4. Proficient in MS Word and Excel.
- 5. Excellent oral and written communications skills.
- 6. Experience working in diverse groups.
- 7. Commitment to the mission and goals of the organization.

**SUBSTITUTE QUALIFICATIONS:**

- 1. Equivalent relevant experience, in addition to required experience, may substitute for the education requirement.

**ADDITIONAL INFORMATION:**

Contact: Rob Van Tassel, Director of Housing and Community Development  
Catholic Housing Services, 206-328-5720

**APPLICATION PROCEDURE:**

Send resume and cover letter to: Catholic Housing Services  
HR-HDA  
100 23<sup>rd</sup> Ave. S  
Seattle WA 98144

Email: [jobs-aha@ccsw.org](mailto:jobs-aha@ccsw.org)

Fax: (206) 328-5053

Please visit our website: [www.ccsw.org](http://www.ccsw.org)

*Please let us know if you need special accommodations to apply or interview for this position.*

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