

Human Solutions, Inc.
OUTLINE OF WORK EXPECTATIONS

Job Title: Housing Development Coordinator
Department: Housing
Reports to: Housing Director
FLSA Status: Exempt
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Approved by: Jean DeMaster
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SUMMARY

Responsible for supporting the development of affordable housing for low-income families and individuals; this position will help coordinate the planning, financing, design and construction of new construction and housing rehabilitation projects.

HOURS

40 hours per week, Monday through Friday; this is an exempt position with a flexible schedule, with occasional evening or weekend hours required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

1. Assist with development activities including site identification, feasibility due diligence, financial analysis and budget planning. Coordinate selection and oversight of professional services consultants; assist in processing entitlements and permits; participate in architectural design activities and pre-construction and construction management.
2. Assist in identifying funding resources and preparing applications, grant requests and loan packages to obtain financing from public and private sources for multifamily rental housing. Help coordinate loan closings and provide due diligence materials to lenders and investors.
3. Conduct real estate research and analysis in a range of areas such as market comparables, zoning and land use planning, design best practices, and program planning.
4. Support Human Solutions, Inc.'s efforts at community outreach and public involvement in affordable housing development; coordinate communications with all stakeholders involved in planning process.

5. Assist in oversight of construction or rehabilitation of multifamily housing projects; process draw requests, change orders and punch lists; monitor project costs and schedule; coordinate project team, attend construction meetings.
6. Assist in planning and carrying out limited or substantial rehabilitation of existing HSI-owned rental housing projects.
7. Assist Housing Director in identifying and analyzing opportunities for new construction or rehabilitation projects; pursue the Housing Department business plan; help meet Human Solutions' housing objectives.
8. Collaborate effectively on housing-related business with other staff and contractors, including asset manager and resident services manager; 3rd party property management and other Human Solutions staff involved in housing.

SUPERVISORY RESPONSIBILITIES

Responsibilities of this position include supervision of, professional services consultants, contractors and construction personnel, and occasional volunteer work parties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Minimum three years' work experience in multifamily residential new construction or rehab, or related field.
- Bachelor's degree from an accredited college or university in a related field **OR** three additional years of progressively responsible employment in a similar position.
- Demonstrated awareness of housing as a social issue.
- Some relevant background in construction, architecture and/or finance, and project management experience.
- Basic familiarity with low income housing funding sources, lender/investor underwriting requirements and housing operations.
- Proven ability to:
 - work independently and cooperatively with minimal supervision;
 - coordinate projects in varying stages of development; organize multiple complex tasks;
 - communicate effectively verbally and in writing;
 - coordinate outside teams of consultants; understand and manage project schedules and budgets;
- Demonstrated skill in basic financial spreadsheet development and analysis; demonstrated experience with computing in an office environment (Excel, Microsoft Office applications).
- Background in construction management a plus, but not required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, real estate financing documents, legal contracts, and governmental regulations.

MATHEMATICAL SKILLS

Ability to prepare and analyze figures and amounts such as project operating budgets, professional services proposals or construction bids, interest, affordable rents and income percentages. Strong attention to detail.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Oregon Driver's License and current automobile insurance

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee frequently is required to visit properties and construction sites where accessible routes cannot be assured. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.