EAST LA COMMUNITY CORPORATION

Job Description

Job Title: Assistant Project Manager
Department: Real Estate Development
Reports to: Director of Real Estate Development
FLSA Status: Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over our 31-year history, we have leveraged millions in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 3,000 people.

Summary: ELACC seeks an Assistant Project Manager (APM) who will work as part of the development team and assist in a full range of development related activities for multi-family affordable housing developments. The Assistant Project Manager (APM) assists in the predevelopment process thru acquisition, community engagement, entitlements, funding application cycle, construction loan closing, construction, lease-up and permanent loan conversion. The APM, with supervision and direction, supports the Real Estate Development Department by taking on specific tasks of the development process, as assigned, to advance the project management of multi-family affordable housing developments.

The Assistant Project Manager is an ELACC team member that assists in various projects and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization's mission and vision.

Duties and Responsibilities:

1. Assist in preparing and coordinating loan and funding applications to various private and public funding agencies for its real estate projects and submit for peer review and approval*
2. Assist with administering loan closings, including working with attorneys, lenders, investors, and escrow/title companies in the coordination and delivery of due diligence, and legal and financial documents. *
3. Participate in community outreach and stakeholder meetings. *
4. Assist in preparing, and maintaining, invoices and contracts for funding draws to financial institutions for acquisition, predevelopment, and construction phases of affordable housing projects.*
5. Promote the highest quality development that reinforces the organization's commitment to long- term viability. *
6. Maintain accurate and up-to-date files for all projects*
7. Support in all phases of development, including feasibility analysis, community engagement, design development, securing of financing, construction, and lease up*
8. Represent ELACC by holding ELACC's mission, vision, and values in all actions and behaviors. *

9. Demonstrate genuine interest and passion for ELACC issues and priorities. *
10. Demonstrate understanding of intersection of racism and poverty. *
11. Support real estate teams on other duties as directed by supervisor. *
12. Other duties may be assigned. *

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

Language Ability:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:
A strong understanding of basic math including basic understanding of statistics and charting. Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to add, subtract numbers, carryout divisions, and multiplication.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:
Excellent computer skills are required including knowledge of the Microsoft Office suite software, in particular, Microsoft Excel, Microsoft Word and PowerPoint

Education/Experience

- A bachelor's degree from an accredited University with:
  - One (1) year of relevant experience in real estate, urban planning/housing development, finance, public policy, or a related field
  - Firsthand knowledge of affordable housing project management procedures, terminology, and concepts

And/or

- A graduate degree from an accredited University in real estate, urban planning/housing development, finance, public policy, or a related field

Knowledge, Skills and Other Abilities:

1. Strong written and verbal communication skills.
2. Ability to handle multiple tasks simultaneously in an organized, efficient, and timely manner to successfully meet project deadlines.
3. Excellent organizational, time management, and problem-solving skills
4. Bilingual English-Spanish desired: ability to speak in Spanish and work with monolingual Spanish speaking residents.
5. High degree of independence, motivation, and accountability.
6. Attention to detail and have accuracy in daily work
7. Use of a personal vehicle to travel between worksites and other locations is required
8. Must have and maintain a valid California Driver's License and insurance in good standing
9. Expected to demonstrate superior professional manner, professionalism in interpersonal relations, and work as an effective team member

10. Ability to work well in a high-pressured environment.
11. General knowledge and understanding of real estate development concepts and affordable housing finance

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, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

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.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, and outdoor weather conditions.

The noise level in the work environment is usually moderate.

Compensation: Pay range: $26.00 - $33.00 hourly, based on qualifications and experience. This is a full-time bargaining member position with a benefits package that includes health, dental, retirement, life and disability insurance. ELACC operates on a 9/8/80 Alternative Workweek Schedule, with a hybrid work arrangement that requires employees to work both in-office and remotely.

ELACC is an Equal Opportunity Employer
Email cover letter and resume to: HR Manager
East LA Community Corporation
Email: jobopportunities@elacc.org
www.elacc.org