



**Job Title:** Real Estate Assistant Project Manager

**Status/Classification:** Fulltime, Exempt

**Supervisor(s):** Director of Real Estate Development

**Application Deadline:** 6/30/17

### **AGENCY BACKGROUND**

The San Francisco Housing Development Corporation (SFHDC) is a 501(c)3 non-profit corporation formed in 1988 by primarily San Francisco African American community leaders who were interested in combating the widespread displacement of residents through 'redevelopment programs' that disproportionately affected African Americans and other people of color. Focused on serving people of color, our mission is to foster financial stability through the development of affordable housing, the facilitation of homeownership and the economic empowerment and revitalization of Bayview Hunters Point and other neighborhoods of Southeast San Francisco.

### **JOB DESCRIPTION Summary:**

This position will provide direct, comprehensive support to the Director of Real Estate Development and one Real Estate Manager with the financial management and related administrative tasks of new and existing development projects.

### **Duties and Responsibilities:**

- Assist in preparing comprehensive real estate due diligence on properties from land acquisition through entitlement and construction.
- Perform research on zoning ordinances, entitlements and planning, create, review, and maintain all due diligence property documents and reports.
- Coordinate with agencies for permitting, inspections, insurance, assurance and close-out requirements for developments.
- Administrative duties to include the processing of mail, correspondence, coding invoices, draw request, and maintaining files.
- Coordination and organization of project documents during the planning and construction stages.
- Monitor and assist with leases, purchase agreements, request for proposals, and local contractor outreach and supplier procurement.
- Manage multiple projects and prioritize the workload efficiently.
- Intermediate computer knowledge of Microsoft Office, Word, Excel, Outlook and Publisher.

- Other duties as assigned by the Director of Real Estate Development

**Qualifications:**

- Professional experience in the property management, real estate development, or related field and demonstrated experience working collaboratively with low income families.
- Experience with project coordination in the Bayview Hunters Point, San Francisco area, or another area with similar demographics.
- Bilingual (any of the following: Spanish, Samoan, Mandarin, Cantonese) preferred. Ability to maintain accurate client files and impeccable documentation.
- Excellent written and oral communication skills.
- Strong organizational, detail oriented, and time management skills.
- Proven ability to work independently, effectively as an individual and part of the team (this position's supervisor is off site, requiring weekly supervision meetings).
- Excellent knowledge of computer systems.
- Willingness to be flexible with work schedule. Some evenings and weekends may be required.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**The San Francisco Housing Development Corporation is  
an Equal Opportunity Employer/Drug Free Workplace**

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**Please email resume to:  
Deven@sfhdc.org**

**Please No Telephone Calls or Unannounced Visits**