



Housing on Merit (HOM) was founded in 2011 and is a §501(c)(3) non-profit corporation. Our mission is to create a bridge to permanent affordable housing for vulnerable populations. We do this by forming long-term partnerships with developers who share our commitment to preserve and develop affordable housing. We build communities where residents can access support services and growth opportunities to maintain safe, stable housing, and make positive life changes.

HOM's Project Management Assistant is responsible for performing a variety of highly-skilled administrative and project management-related functions. The Project Management Assistant is an innovative thinker and problem-solver, and quintessential team player, who is highly organized and dedicated to producing quality work. The Project Management Assistant possesses excellent oral and written communication skills, is meticulous with details and enjoys adapting to a rapidly changing environment. The Project Management Assistant reports to the Assistant to the Executive Director.

**Title: Project Management Assistant**

Part-time Salaried: \$20,800 per year (based on 20 hours per week)

Immediate Supervisor: Assistant to the Executive Director

Location: San Diego

Educational Requirements: Bachelor's Degree or Master's Degree (preferred) in Non-Profit Management, Project Management or English

**Essential Duties and Responsibilities:**

1. Performs a variety of highly-skilled and detailed tasks related to affordable housing.
  - a. Assists with the preparation of the annual property welfare exemption project;
  - b. Researches and coordinates the distribution of project-related information and documents;
  - c. Communicates with project participants as needed to ensure accuracy and compliance;
  - d. Reviews project materials and data for accuracy and compliance;
  - e. Assists with the preparation and submission of accurate claims for welfare exemption, and conducts necessary follow-up; and
  - f. Assists with the research and development of an information website related to property welfare exemptions.
  
2. Performs a variety of highly-skilled and detailed tasks related to resident services programming.
  - a. Assists with the preparation and review of newsletters, reports, correspondence, calendars and presentations; and
  - b. Assists with the planning and coordination of resident services-related events and activities.

3. Coordinates and monitors special projects and assignments
  - a. Coordinates and expedites special projects, assignments, and activities such as research, reports, presentations, mailings, graphic design projects, etc.;
  - b. Maintains accurate and detailed calendars;
  - c. Produces reports, correspondence, minutes, policies, memos, forms, and other documents from notes, rough drafts, or verbal instructions; and
  - d. Maintains copious notes and records.
  
4. Additional functions of the position may include, but are not limited to:
  - a. Attends and participates in meetings, and takes notes accordingly;
  - b. Assists with the planning and coordination of meetings and other business-related events;
  - c. Assists with maintaining Housing on Merit's social media presence;
  - d. Maintains an in-depth understanding of Housing on Merit's various programs and initiatives; and
  - e. Performs similar job-related duties as assigned.

**Qualifications:**

- BA required
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Demonstrated ability to supervise and direct work of staff or independent contractors
- Advanced analytical, math, and computer skills
- Advanced verbal and written communication skills and customer service orientation
- Strong working knowledge of the concepts and practices within the fields of commercial real estate and/or affordable housing development, and mid- to large-scale project management
- Ability to use experience and judgment to plan and accomplish goals
- Ability to maintain confidentiality of information
- Ability to work effectively with others
- Must have reliable transportation, California driver's license, and proof of insurance if applicable
- Must be willing and able to travel to any HOM location
- Ability to understand the problems and issues facing families from a variety of ethnic and economic communities

**Physical and Mental Requirements:**

- Position requires a high degree of judgment and problem solving
- Ability to apply common sense, solve practical problems, and deal with a variety of concrete variables in standardized situations
- Ability to speak effectively to respond to common inquiries or complaints
- Position requires sitting, standing, walking, and occasionally lifting up to 20 pounds
- Ability to physically operate a computer by reading screen, keying or typing information
- Ability to operate a motor vehicle
- Ability to meet the requirements of daily attendance on the job for full continuous eight-hour days

**Application Process:**

Benefits include holiday and vacation pay, and participation in Simple IRA after two years. HOM is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should email Miki Metz at [mmetz@housingonmerit.org](mailto:mmetz@housingonmerit.org). Please write Project Management Assistant in the email subject header as well as your full name and include a cover letter, resume, and salary requirements.

Applications will be accepted through July 20, 2018 with an anticipated start date of August 20, 2018. No telephone calls please.