



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. Housing on Merit has accepted the challenge to address one of the most pressing business and social innovation challenges—the housing affordability GAP. We are seeking a **Housing Innovation + Learning Laboratory (HILL) Project Coordinator** to help us launch the Housing Innovation + Learning Laboratory and bring innovative housing solutions to Southern California and beyond!

The **HILL Project Coordinator** is responsible for performing a variety of highly skilled project management functions related to the Housing Innovation + Learning Lab (HILL). The mission of the HILL is to serve the needs of current and future residents by pioneering innovative housing models and systems, as well as accelerating the pace of innovation in the housing sector. The HILL intends to identify new housing typologies or options and to test for feasibility and impact.

The preliminary objectives of the Housing Innovation + Learning Lab will be:

- Identifying necessary pieces to solve the affordability challenge, which begins with redefining what “innovative housing” means.
- Replacing silos of industry expertise with a relationship network-based model, facilitated through the Learning Lab.
- Incorporating flexible spatial design and alternative construction methods and materials (including augmented reality applications).
- Identifying mechanisms for housing to serve as a means for rent and/or mortgage subsidization.

The ideal candidate is an innovative thinker and problem-solver, with a proven track record in full service development and project management. The HILL Project Coordinator must possess excellent communication skills, be meticulous with details and able to adapt to a rapidly changing environment. The HILL Project Coordinator must be an energetic self-starter, who enjoys working independently and interacting with all levels of local government, developers, businesses and community stakeholders. The HILL Project Coordinator reports directly to the Executive Director.

**Title: Housing Innovation + Learning Laboratory Project Coordinator**

Full-time Salaried: Commensurate with experience

Benefits: Holiday and vacation pay, participation in Simple IRA after two years, industry standard insurance

Location: Los Angeles area

Educational Requirements: Bachelor’s degree in relevant field and 5 years of work experience. (Additional work experience may be considered in lieu of a Bachelor’s degree on a year-for-year basis.)

Projected Start Date: As Soon As Possible – *See* Application Process for Specific Hiring Timeline

### **Essential Duties and Responsibilities:**

1. Performs a wide variety of activities related to moving forward HILL-related programs and objectives.
  - a. Serves as the primary point of contact for project sponsors, consultants, and government agencies;
  - b. Performs a variety of administrative duties including: preparing project budgets, disseminating Notices of Funding Availability and Requests for Proposals or Qualifications, evaluating applications submitted and performing other procurement tasks;
  - c. Negotiates the pre-approved funding commitments and other project requirements on behalf of the Executive Director;
  - d. Is accountable for project proformas, and maintaining established timelines and design guidelines;
  - e. Establishes and maintains relationships with architects, sponsors, local government leaders and others to ensure high-quality, sustainable and cost-efficient designs and programs;
  - f. Prepares and submits project analysis and disposition reports;
  - g. Assists the Executive Director with time sensitive research and report production, and additional administrative tasks as assigned.

### **Qualifications:**

- BA Required
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- 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
- Must have reliable transportation, California driver's license, and proof of insurance if applicable

### **Application Process:**

HOM is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should email Jennifer Litwak at [jlitwak@housingonmerit.org](mailto:jlitwak@housingonmerit.org). Please write HILL Project Coordinator in the email subject header as well as your full name and include a cover letter, resumé, and salary requirements. No telephone calls please.