

Assistant Project Manager Position Telesis Corporation

Telesis Corporation

Founded in 1985, Telesis is an award-winning company that has developed or planned a complex mix of \$2.8 billion in public and private financing for the revitalization of neighborhoods. Its work has involved more than 17,000 units of affordable and mixed-income housing along with a wide range of commercial and civic uses. Telesis combines public and private investment to leverage local resources, and skillfully works with community leaders and residents to secure the organizational, civic, and financial support for a project's success. Telesis also provides consulting services on issues involving affordable housing and community and economic development.

Please see our website at www.telesiscorp.com for more information.

Position Description

The Assistant Project Manager assists the development team in the day-to-day management of all aspects of the housing development process, including responding to proposals and supporting existing projects (design, entitlements, financing, and construction). Current projects include multi-family housing and mixed-use developments in Washington, DC, Pittsburgh, PA, and Louisville, KY. This position is based in the Washington, DC office.

Essential Functions

- Perform contextual, demographic, historical, and other research and analysis to support prospective and existing project development.
- Communicate and follow up with project managers and others about specific projects and their goals
- Regularly monitor/track public agencies (and other sources) for prospective projects that align with Telesis's mission and goals; flag for development team discussion.
- Coordinate and assist with predevelopment work, community engagement, design process, and public approvals.
- Assist with pro forma financial analysis of properties for acquisition and redevelopment
- Assist with pro forma development budgets and property operating budgets
- Work with team members to prepare responses to requests for proposals and solicitations for bids
- Assist with preparation of debt, equity and tax credit financing applications
- Attend on-site, public, and community meetings.
- Assist with construction administration process by coordinating flow of construction documents.
- Prepare project schedules and analyze progress.

Minimum Qualifications

- Bachelor's degree in related field, such as economics, sociology, urban planning, business, finance, architecture, etc.
- Interest in learning about real estate development process
- Interest in learning about affordable housing finance and development
- Ability to take initiative and demonstrate a proactive approach to daily tasks
- Strong writing and oral communication skills
- Editing skills
- Methodical with strong attention to detail
- Experience in research and analysis
- Very skilled with Word, Excel, and Powerpoint. A plus if applicant has GIS experience and Adobe Design Suite (Illustrator, InDesign, Photoshop, e.g.).
- Proactive self-starter who develops ability to anticipate project/development team needs, and manage up.
- A team player

TO APPLY

To be considered for the position send a cover letter, resume, and description of several recent projects as well as your compensation requirements via e-mail to telesisproject@gmail.com. The position will offer competitive salary and benefits. Please do not contact the office by phone or fax.