



Housing Development Assistant Project Manager

Location: Washington, DC

Company: SOME (So Others Might Eat)

SOME (So Others Might Eat) exists to help homeless and poor individuals and families of Washington, DC. Our more than 30 programs throughout the District provide comprehensive services that lead to mental and physical health, continued sobriety, job training, living-wage employment, and affordable housing. We meet immediate needs with food, clothing, and healthcare and offer the tools one needs to live with hope, dignity, and greater independence.

SOME (So Others Might Eat) is currently seeking a full-time Assistant Project Manager for our Housing Development department.

POSITION DESCRIPTION: The **Assistant Project Manager** will assist with all aspects of the housing development process. The **Assistant Project Manager** ensures that compliance reporting and processing are complete. The **Assistant Project Manager** assists with financing activities and manages requisition and invoice processing, assists with design and construction management, and manages utility coordination and project readiness activities.

Qualifications:

Covid-19 Considerations: SOME (So Others Might Eat) currently has a mandatory COVID-19 vaccination policy. We require all employees to be fully vaccinated with a COVID-19 vaccination and boosters, except where a reasonable medical or religious accommodation can be granted upon review by human resources. Should you be offered and accept a position within SOME, you will be required to provide proof of vaccination and boosters or request the appropriate medical or religious exemption as part of the pre-employment onboarding process.

Required: Bachelor's Degree; 1-3 yrs. experience in Finance, Construction Management or Housing Development

Preferred: Master's Degree; 3-5 yrs. experience in Finance, Construction Management, or Housing Development

Required License/Certification: N/A

Basic Schedule: Monday - Friday, 8:00am - 4:30pm

Knowledge, Skills, & Abilities Required:

- Knowledge of DC housing development processes, understanding of finance, legal, design, and construction processes including tax-credit and bond processes
- Willingness to support team in any capacity to move projects forward; ability to work collaboratively with team
- Organizational skills with an attention to detail at the same time able to see the broad overview (big picture)
- Proficient with organizational software including MS Office, Teams, MS Project, Word, Excel, and Outlook

- Excellent verbal and written communication skills; Able to communicate with diverse audiences and vendors
- Analytical and Project Management Skills; Ability to move tasks forward efficiently in a quality manner
- Ability to maintain a positive attitude within a sometimes fast-paced environment to meet deadlines in a quality and productive manner in collaboration with HD and other teams

Expected Contributions: Compliance/Administrative: Organize and manage the completion of RFP responses to funding agencies for housing development efforts. Process and prepare applications for permits, certificates, and other processes as necessary. Organize/maintain department files (electronic and paper), drawings, conference room, supplies, and samples. Manage compliance process, including the development of plans, reporting, and review of contractor compliance performance. Document compliance for Green Communities or LEED certification, including documentation, energy models, and inspections.

Finance: Process/ track invoices, update cost-tracking reports, Submit requisitions for payment; ensure timely payment processing. Process cost certifications and provide proof of check requests for audits. Procure estimates and policies for insurance for housing development project sites. Process invoices for the department. Process visa reports. Review general ledgers monthly to ensure accuracy. Track project costs and schedule and Update cash flow projections for SOME.

Construction Management: Act as a liaison with utility companies throughout the housing development process and ensure on-time installation. Process permits, business licenses, and certificates of occupancy. Assist with the project construction phase, including review and tracking of submittals and RFIs, review and estimation of change orders, and tracking of meeting minutes and next steps and tasks. Coordinate project readiness including procurement of utilities, furniture, and equipment, training, sweat equity projects

Environmental Working Conditions: This position is in an office setting. This office may or may not include individual heating and air conditioning controls. This office may or may not include a window. This position requires the ability to attend meetings outside of SOME, therefore a driver's license or access to transportation is necessary.

Reports To: Senior Vice President, Chief Housing Development Officer

Closing Date: Open Until Filled

To Apply: Go to our career page at <https://www.some.org/careers/open-opportunities> and click on the search icon to locate this position. Follow the instructions to complete your online application profile to be considered. No phone calls, please.

SOME (So Others Might Eat) is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, marital status, personal appearance, family responsibilities, genetic information, disability, matriculation, political affiliation, veteran status, or liability for service in the Armed forces of the United States. SOME (So Others Might Eat) is also a Drug-Free Workplace.