



## JOB DESCRIPTION

<b>Title:</b> Project Coordinator, Real Estate Development	<b>Employment Status:</b> Full-time
<b>Department:</b> Real Estate Development	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Real Estate Manager	<b>Supervises:</b> Volunteers, Interns

### Position Overview

The role of the Project Coordinator (RED) is to help ensure the success of the Real Estate Development team by providing support and coordination for our projects, from preacquisition through construction, and helping to maintain internal and external relationships in support of developing affordable housing options for those who need it.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

### Essential Job Functions and Responsibilities:

#### Collaborate with Real Estate Team to support projects from initial stages through construction

- Support projects in acquisition and planning phases
  - o Organize files and document project information
  - o Prepare materials for submittals and meetings
  - o Coordinate with consultants and agencies
  - o Attend municipal and neighborhood meetings
  - o Visit sites as needed
- Support projects through design, permitting and construction
  - o Support design as needed
  - o Coordinate documents for submittal packages
  - o Track permit statuses and deadlines
  - o Support team during construction as needed

#### Communications

- Build and maintain a working knowledge of best practices and significant developments and trends in the fields of real estate, property development, affordable housing, and residential construction.
- Foster and develop volunteer and intern opportunities to maximize staff efficiency, create community with volunteers and donors, and harness the knowledge and expertise that a diverse volunteer pool can contribute.
- Seek collaborative relationships with appropriate organizations, individuals, and other Habitat departments.

#### KNOWLEDGE, SKILLS, ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work
- Excellent interpersonal skills with diverse people and personalities
- Effective and proactive team player skilled in collaboration, networking, and relationship-building
- Ability to proactively and creatively initiate, follow through on and complete tasks in a timely manner
- Good customer service skills

- Ability to manage conflict
- Ability to make decisions and solve problems effectively; ability to think and act decisively
- Proficient with multiple forms of technology including, data base, Microsoft Office Suite; ability to learn as needs of the job and available technology evolve
- Exceptional organization and oral and written communication skills
- Positive, optimistic outlook that fosters an upbeat work environment
- Ability to manage and prioritize multiple projects simultaneously
- Diplomacy and outstanding representation of organization

#### **EDUCATION, EXPERIENCE:**

- BS/BA in related field (Real Estate, Property Development, Architecture, Construction, Business, etc.) preferred or applicable combination of education and related experience
- 2 or more years of experience in an applicable setting such as design or real estate development is preferred
- Understanding of housing development processes, including exposure to large development projects and renovations is preferred
- Understanding of zoning and other opportunities and restrictions relating to real estate development is preferred
- Familiarity with design software such as AutoCad or Revit strongly preferred
- Familiarity with metro Denver real estate market preferred

#### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to sit at a desk and computer for extended periods of time
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable
- Ability to adequately traverse a construction site
- Willingness to work weekends, evenings, overtime as required
- Proof of COVID-19 vaccination is required for employment

#### **WORK ENVIRONMENT AND CONDITIONS:**

- Most work done indoors in an office or meeting setting
- Some remote work and/or flexible scheduling options may be available
- Some work done outside to inspect potential acquisitions, building sites and/or renovations
- Shared office environment
- A Motor Vehicle Report (MVR) will be run for insurance purposes
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite

Starting hourly range for this position is: \$20.16 - \$22.64. Compensation will be commensurate based on applicable education and experience.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer. Please send resume and cover letter to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org) for consideration.



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