



## **ASSOCIATE PROJECT MANAGER**

**SALARY RANGE 31: \$9,085.33 - \$11,043.14 monthly**

Please see AHA website at <https://www.alamedahsq.org/working-with-aha/careers-at-aha/> for final filing date.

### **THE ORGANIZATION**

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

### **THE POSITION**

AHA is seeking an exceptional candidate to work at the Associate Project Manager level. The Associate Project Manager provides administrative and analytic assistance on the rehabilitation and/or new construction projects that are funded through a variety of private, federal, state and local sources, including LIHTC, in addition to providing responsible and professional assistance to the Directors of Asset Management, Housing Development, and Property Operations. Position reports to the Director of Housing Development.

AHA is particularly interested in applications from candidates with a strong track record in various aspects of the affordable housing industry including management experience. These positions require the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction from multiple department staff.

### **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Education: Equivalent to graduation from an accredited four-year college or university and
- Experience: Two (2) to four (4) years of relevant experience in affordable housing real estate development or community development program or project management.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required.
- Must be able to be insured under AHA's owned automobile insurance policy.

### **BENEFITS PACKAGE**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.

- 2 weeks of vacation to start; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that this position may be filled as an At-Will position
- Note that the Associate Project Manager works on-site; telecommuting is not generally offered. These positions require 3-4 days per week in the office.

### **IMPORTANT APPLICATION INFORMATION**

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. The AHA application form is located in the Working With AHA>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

### **ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE**

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at [hr@alamedahsg.org](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an  
Equal Opportunity / ADA Employer**



Housing Authority  
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City of Alameda

### **Supplemental Questions Associate Project Manager**

Please respond to the following question. Your responses should be uploaded into the AHA application form in either Word or pdf format. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed three (3) pages total.

1. Please provide a list of housing development projects you have worked on or completed, including:
  - a. Project dates
  - b. Your title and a description of your specific role
  - c. A description of the project including the location (city and state), size of the development, and the type of development (ex, affordable or market rate, family or senior)