



SOUTHEAST
community development corporation

HOUSING PROGRAMS PROJECT MANAGER

Reports to: Senior Manager for Housing Development

Program: Neighborhood and Commercial Revitalization

Salary and benefits: \$52,000-\$57,000, depending on experience; benefits include health insurance, paid time off, organization-wide holidays, and 401K administration

SUMMARY

Southeast Community Development Corporation (Southeast CDC) is hiring a full-time Project Manager to support our housing programs. The Project Manager will coordinate a home repair program to make safety- and energy efficiency-related upgrades to homes. The Project Manager will also help residents apply to other home repair programs, depending on eligibility.

In addition, the Project Manager will assist with Southeast CDC's affordable homeownership program. Southeast CDC buys and rehabs vacant homes in selected communities to resell to homeowners at affordable prices. Among other duties, the Project Manager will help Southeast CDC recruit potential new homebuyers among residents already renting in the neighborhood who want to stay long-term and become homeowners. The recruitment effort will include managing Southeast CDC's neighborhood-based homebuyer clubs where Southeast CDC's HUD-certified housing counselors lead first-time homebuyers through the homebuying process with educational seminars, individual financial support, and peer support.

This is a unique, high-impact opportunity for an individual who is passionate about improving housing conditions and homeownership outcomes for residents of Southeast and East Baltimore.

JOB RESPONSIBILITIES

Responsibilities include:

- Implementing and coordinating a neighborhood outreach strategy to recruit residents for the home repair program.
- Developing the application and intake process for home repair applicants.
- Conducting site visits to create a repair list and individualized scopes of work for each home.
- Hiring and overseeing contractors to perform the work.
- Tracking project costs and ensuring contractor deliverables are met.
- Helping residents apply to other home repair programs, including assisting with applications, finding contractors and monitoring progress.
- Connecting residents to Southeast CDC's homebuying clubs, housing counseling, and rental counseling programs.
- Facilitating a friendly, supportive environment for regular homebuyer club meetings and supporting housing counselors to deliver the content.
- Supporting program data collection and the submission of monthly reports.
- Other duties as assigned.

DESIRED QUALIFICATIONS

- Written and verbal fluency in English and Spanish.
- Familiarity with home repair and construction basics.
- At least 2 years in construction management, or relevant project management experience that demonstrates proficiency at managing complex technical projects.
- Ability to self-manage a multi-step project and excellent attention to detail.
- Ability to establish and maintain friendly working relationships with people from a variety of backgrounds.
- Ability to work some evening and weekend hours.
- Willingness to perform outreach in a community setting, which includes door knocking, attending community meetings, or hosting community workshops in person.
- Passion for working with the community.

COVID CONSIDERATIONS

- Southeast CDC has a COVID policy that regulates quarantine/testing in the case of exposure, symptoms, or a positive test.
- All Southeast CDC employees and new hires are required to be vaccinated as a condition of employment. All vaccinated employees are required to show proof of vaccination to include the date(s) and type of vaccine. No explanations or other personal health information will be requested or reviewed. New hires must be vaccinated against Covid-19, and its variants, prior to the first day of work at Southeast CDC. If a candidate is unable or unwilling to become vaccinated, the offer of employment can be rescinded.

EMPLOYMENT LOCATION

Southeast CDC is operating on a hybrid model with some remote and some on-site work. This position will be expected to visit with residents in person regularly and prepare printed documents at Southeast CDC's offices in Highlandtown. Some work tasks may be completed remotely, upon supervisor approval.

EQUIPMENT REQUIRED

- Southeast CDC will supply a laptop for employee's use; employee will be expected to have access to high-speed internet at home if they are working remotely.
- The Manager is expected to use their own cell phone; Southeast CDC will reimburse cell phone usage at \$25/month.

TO APPLY

Please send a cover letter and resume to ali@southeastcdc.org or drop off materials to Southeast CDC at 3323 Eastern Ave. Your cover letter should briefly explain your relevant experience and interest in the position. Please put "Project Manager" as your email subject.

Interviews will start in early December and the hiring period will end by January 13, 2023, with an expected start date by February 1, 2023. Applicants are encouraged to submit their applications as early as possible. Send any questions to ali@southeastcdc.org or call 410-342-3234 x 24.

For more information about Southeast CDC, visit www.southeastcdc.org.