

Housing Development Assistant

Make a difference in your community!

Downstreet Housing and Community Development is a private, mission-driven, not-for-profit organization dedicated to delivering social justice through the power of housing. We pride ourselves on connecting people to the resources they need to thrive and creating equitable opportunities for everyone in Central Vermont to access safe, healthy homes. Through our work, we strengthen the health and future of our local communities.

We are looking for a Housing Development Assistant to join our team!

The Housing Development Assistant is a motivated self-starter who provides general support and assistance in the Real Estate Development department with the development of permanently affordable housing. She/he provides administrative support to all aspects of real estate development throughout the life cycle of projects from identification and funding through completion.

Key Responsibilities

- Prepare request for proposals for various professional services, including architecture, environmental studies, appraisals, market studies; oversee and document procurement and selection process.
- Assist in analyzing properties for development including researching zoning requirements, researching previous funding, environmental or title issues.
- Coordinate/schedule all professionals throughout the feasibility study; schedule site visits as necessary.
- Provide general assistance with the drafting of funding applications and collection of information for the applications.
- Assist with the procurement, bidding and documentation of construction services
- Coordinate with Property Management in design process to secure input into project plans and specifications.
- Working with Property Management, coordinate all aspects of tenant relocation as needed.
- Provide assistance and record-keeping for all compliance activities related to development projects including but not limited to Davis Bacon, procurement, tenant relocation, URA, and Environmental Review processes, as needed.

Experience and Education

- Three years of college and 2 years of relevant experience or an equivalent combination of education, employment, and life experience
- Proficient in Microsoft Office Suite with an aptitude for other software and mobile applications preferred
- Highly organized with a strong ability to manage priorities and deadlines
- Strong written and verbal communication skills
- Commitment to equity and inclusion and social and economic justice
- Valid Vermont Driver's License and personal vehicle

Physical Requirements

- Prolonged periods sitting at a desk and working at a computer
- Must be able to lift 25 pounds at a time
- Availability to work occasional evenings and weekends and respond to after-hours emergencies

Downstreet is strongest when we have a team that represents a variety of backgrounds, perspectives, and skills. We know that the more inclusive we are, the better our work will be. We are an equal employment opportunity employer, and all qualified applicants, regardless of race, color, ancestry, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, disability, or Veteran status are encouraged to apply.

To apply, [visit this link](#).

Job Type: Full-time or part-time option, flexible work schedule available

Salary: \$20 - \$23/hour

Benefits: Competitive benefits package including 403b match, health and dental insurance, paid holidays, paid time off, life insurance, short-term disability. Hybrid remote/office work schedule available.