

WOMEN'S COMMUNITY REVITALIZATION PROJECT (WCRP) 3-30 REAL ESTATE DEVELOPMENT TEAM PROJECT ASSOCIATE

The Women's Community Revitalization Project (WCRP) founded in 1987, is committed to social and economic justice for low-income women and their families. WCRP develops housing; provides supportive services; advocates for policy change, and honors leadership, dignity, and equity in communities. Under the supervision of the Real Estate Director, this staff person will provide project support to WCRP's Development Team as it relates to the development of affordable housing. This person will receive significant training on the job, and as such, their roles and responsibilities will increase as they learn.

Key Responsibilities:

Housing Development

- Assist the Real Estate Director with the preparation of documents needed for site control and acquisition, financing, design development, and construction for all housing developments.
- Provide support in preparing reports for WCRP's investors, funders and lenders.
- Work as needed with WCRP's Outreach and Advocacy Team to communicate WCRP's plans and activities to neighborhood residents where WCRP will be building housing.
- Work as needed with WCRP's Property Management group to prepare rental subsidy requests and prepare development projects.

General

- Meet with supervisor regularly
- Maintain filing system for all documents and materials related to housing development.
- Fulfill other duties and complete special projects as assigned.
- Attend relevant trainings and staff development workshops.

Requirements

- A minimum of three years work experience or equivalent college coursework in business, real estate development, community development fields.
- Detail oriented with excellent organizational and planning skills
- Ability to work as part of a team and independently.
- Flexibility to attend periodic evening meetings or events
- Ability to be productive in a fast paced environment

The Ideal Candidate will have

- A commitment to working with low-income women and their families.
- A professional commitment to affordable housing development, and an interest in assuming roles of increasing responsibility
- Ability to solve problems creatively
- An interest in and ability to learn new skills, especially in affordable housing development.
- Experience in MS Office Suite.

Salary & Benefits

- \$50,000-\$65,000/year depending on experience
- Strong benefits package

Send resume/cover letter to:

Paul Aylesworth Email: paylesworth@wcrpphila.org