

South Middlesex Opportunity Council (SMOC), headquartered in Framingham, MA is a multi service organization that works in the community organizing resources for social change & economic independence. Our four main areas of programming include: Behavioral Health Services, Comprehensive Housing Services, Employment and Education, and Family & Nutrition.

OUR MISSION

“To improve the quality of life of low-income and disadvantaged individuals and families by advocating for their needs and rights; providing services; educating the community; building a community of support; participating in coalitions with other advocates and searching for new resources and partnerships”.

We offer a competitive salary, excellent benefits package and an exceptional time off program. We believe in quality of life for all individuals including our employees

SUMMARY

Support the Director of RE Development by directing, coordinating and tracking activities of SMOC’s micro-unit development project, as well as assist in advancing all construction and development activities on various projects. This position is responsible for ensuring that goals and/or objectives are accomplished within prescribed time frames and funding parameters and will interface with SMOC’s property management and facilities and maintenance teams. The qualified candidate will have at least 5 years of experience in community development, specifically for low income individuals. Some of the responsibilities of this position are:

PRIMARY RESPONSIBILITIES

- Serving as the point person in SMOC’s effort to create low income housing for chronically homeless persons
- Assisting with the creation and submittal of financing and grant applications to public and private funders
- Developing timelines and implementation strategies for various real estate projects
- Monitoring of consultants, contractors and other stakeholders specific to individual projects
- Corresponding and consulting with our legal representation on projects
- Navigating site permitting and local approval process for micro-unit project
- Determining work procedures, preparing work schedules and expediting workflow
- Assigning duties and examining work for accuracy and compliance

- Processing funding requisitions and managing relationships with multiple funding entities
- Determining and reviewing applicable codes, regulations and requirements for project
- Reviewing utility permits, street use permits, franchise utility permits, etc.
- Engaging all clients by understanding and addressing their needs whether within or outside the scope of work.
- Attending and participating in engagement team meetings as requested and communicating effectively with clients and staff in other areas.
- Maintaining confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelor's degree with three years of relevant experience or equivalent work experience.
- Ability to manage multiple tasks and work independently in a team environment.
- Proficiency with Word and Excel.
- Excellent writing skills and math skills.
- Strong interpersonal skills; ability to work at multiple levels within an organization
- Reliable transportation, valid driver's license and ability to meet insurance standards.
- Previous real estate experience related to construction, legal and or analysis is beneficial but not required
- Qualified candidates have the ability to manage multiple tasks and work independently.

ORGANIZATIONAL RELATIONSHIP

- Directly reports to Director of Real Estate Development.
- n/a
- Direct reports of this position are none.
- Indirect reports of this position are none.

PHYSICAL REQUIREMENTS

- Ability to drive; ability to climb stairs

WORKING CONDITIONS

As part of the responsibilities of this position, the Real Estate Project Coordinator will have direct or incidental contact with clients served by SMOC in various programs funded or administered through the Executive Office of Health and Human Services. A successful background check is required.

