

HOUSING OPPORTUNITIES UNLIMITED (HOU)

PROJECT MANAGER

Housing Opportunities Unlimited (HOU) offers relocation services to clients focused on affordable and mixed income housing communities. HOU specializes in providing direct assistance to residents impacted by renovation and unit rehabilitation projects. HOU's mission is to ensure that the residents affected by the revitalization of their community are given assistance in moving to a new location, are treated fairly, in accordance with compliance guidelines, to experience minimal physical and emotional stress during this process. Simultaneously, HOU ensures that the clients' projects are completed in a timely and cost-effective manner. HOU's skilled and professional team has expertise in a wide range of relocation and resident support services.

General Statement Of Duties:

Overall responsibility for the administration and supervision of all relocation deliverables in compliance with the URA and/or other federal or state regulations.

Locations: Boston, MA; Worcester, MA; Washington, DC

Reports to: Assistant Project Director/Project Director

Full Time Position: Salary competitive based on experience

Duties Include:

- Oversee conducting and completion of resident relocation needs assessments.
 - Convene community meetings/drop-in sessions to discuss relocation program.
 - Draft and distribute notices to affected households regarding relocation program and household assessments.
 - Provide relocation counseling and assistance in compliance with Federal and State regulations.
 - Develop and implement Section 8 unit search (if vouchers issued) and landlord recruitment plans, as needed.
 - Administer relocation policies as outlined in HUD approved relocation plan.
 - Attend all informational sessions, conduct home visits and community meetings.
 - Coordinate flow of information between HOU, Property Management, Construction, the Client and Residents.
 - Work with residents to prepare them for temporary or permanent relocation by finding a comparable unit and ensuring all requirements have been explained and met for each household.
 - Administer and monitor relocation funds, supplies, and other moving expenses and benefits.
 - Provide weekly and monthly reports to Client, HOU Office staff and Construction.
 - Submit necessary and requested information to representatives, as needed.
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- Initiate and/or maintain regularly scheduled communication, on-site management staff; establish collaborative working relationships with resident organization (if applicable), other personnel and other appropriate third-party supportive services providers.
- Compose and submit all other relocation documents and/or plans required by HOU in compliance with the URA.
- Ensure all information and notices required under the URA are received by every eligible household and obtain signatures.
- Oversee administration of any offsite units and landlord needs (as needed depending on site)
- Represent HOU to federal and local agencies of government, the private housing industry, and community groups as necessary.
- Assure the implementation of adopted policies and procedures.
- Update/maintain relocation files, database, lottery list and relocation tracking reports (Section 8, building-by-building, move-out, security deposit, RHP, school transfer); submit database to HOU Central Office staff monthly
- Assure the staff are appropriately trained and equipped to perform their assigned responsibilities.
- Participate in weekly supervision and scheduled site meetings with Central Office staff.
- Perform other duties as assigned.

Knowledge Required For The Position:

- Fluent in Spanish (preferred).
- Ability to prioritize and multitask.
- Ability to implement and communicate federal policies and regulations.
- Strong written and oral communication skills.
- Excellent organizational skills.
- Skills in sustaining a collaborative, teamwork environment.
- Some relocation experience or experience in a housing-community setting.
- Knowledge of surrounding community and housing resources available.
- Knowledge of Microsoft Word, Excel, and Google docs, sheets and other Database applications.
- Leadership skills to develop and sustain a productive site during a demanding period of change.
- Time management skills required.

Qualifications For The Position:

Education: A Bachelor's degree from an accredited college or university.

Experience: At least two years in a supervisory position. Additional experience beyond the minimum may be substituted for the Bachelor's degree.
