Learning. Lending. Building

SUMMARY

The Real Estate Development Project Coordinator provides department and project administration and compliance support to all phases of renovation, acquisition, and construction for affordable housing. The coordinator has significant professional interaction with both internal and external partners, funders, contractors, regulators, public agencies, and nonprofit partners.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Previous business or office administration work in an accounting, real estate, or construction office or other housing related organization preferred. Excellent organization skills, adaptive learning, and mindfulness are necessary. Strong knowledge of MS Office, including Word, Excel, Power Point and Outlook. Experience collaborating with varied audiences – staff, Board, stakeholders, etc. Experience working in a non-profit or public sector organization environment helpful. Ability to work in a culturally diverse and challenging environment. High degree of confidentiality and trust.

THE ORGANIZATION

Since establishing roots in 1975 with help from the City of Phoenix and NeighborWorks America, Trellis has made stable homes possible. Trellis provides home ownership counseling, financial access, and neighborhood development – a community resource in Arizona for learning, lending, and building. Regardless of income, education, or background, Trellis helps individuals and families set goals, become informed, and move forward.

Resumes and letters of application can be directed to Ramona at Raceves@trellisaz.org.

For more information, please visit the Trellis website at trellisaz.org.