Summary: Under general supervision of the Housing Development Manager, will assist to develop and implement plans for the development of affordable housing in Maricopa County. Assist in applying for various types of funding for affordable housing development and rehabilitation. Coordinate the sale of single-family homes owned by the Housing Authority of Maricopa County.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Assist the Housing Development Manager to work with various funding and financing sources to fund new development projects. Financing sources may include, public or private funding, project-based vouchers, rental assistance, or other combination of sources required to fill funding gap in the development of affordable housing
- Assist with applications for Low-Income Housing Tax Credits (LIHTC), CDBG, HOME, etc.
- Work with third-party professionals in coordinating feasibility and preconstruction planning for housing construction and rehabilitation projects. Maintain all records as required
- Prepare development pro forma for multifamily developments
- Coordinate with other HAMC Team members as necessary to complete projects assigned
- Assist in the research of opportunities to create additional affordable housing units
- Prepare reports required by financing and funding entities. Assist in due diligence of affordable multifamily & single housing development
- Coordinate with the listing agent, lenders, third party consultants, title company & buyers to close the sale of single-family homes owned by HAMC

Work Environment:
- Work is performed in an office environment.

Equipment and Tools Utilized:
- Standard equipment includes personal computer and standard office equipment.

Required Knowledge and Skills:
- Knowledge of personal computer hardware and software including Microsoft Office Suite. Proficient in Word and Excel
- Knowledge of single-family and multifamily affordable housing in Maricopa County
- Skilled in analyzing and interpreting financial documents
- Skilled in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, and other agencies
- Skilled in reviewing and verifying mathematical calculations
• Ability to prepare accurate reports, maintain records; identify errors and reconcile
• Ability to prioritize multiple tasks, projects, and demands
• Ability to effectively communicate verbally and in written form

**Education, Experience, Certifications and Licenses:**
• Internship is available for students seeking a bachelor’s or a master's degree in Urban Planning, Real Estate, Finance or related fields.