



EMPLOYMENT OPPORTUNITY

Job Title:	Development Assistant
Location Address:	8910 N. 78 th Avenue Peoria, AZ. 85345
Salary:	Up to \$23.02 per hour DOE
Conditions of Employment:	This is a part-time, non-exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Development Assistant. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong, and healthy family.

Representative summary of important and essential job functions

Summary: Under general supervision of the Housing Development Manager, the Housing Authority of Maricopa County is looking to hire a part-time development assistant who will provide assistance in Development tasks including assistance in applying for funding affordable housing Development projects, due diligence, invoice processing, and monitoring of project status.

Hours: Up to 20 hours a week based on the department's needs and activities.

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.*

- Generate clear, action-oriented meeting notes for the department.
- Ensure data integrity through accurate data entry.
- Collaborate with various departments to plan and implement potential projects.
- Assist the Housing Development Manager to apply for various funding and financing sources to fund new development projects.
- 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.
- 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 development.
- Communicate with potential partners, developers, general contractors, and architects in person, over the phone, and by email.

- Promote the Executive Director's priorities for affordable housing development, and perform other duties as assigned.

Required Knowledge and Skills:

Knowledge, Skills, and Abilities:

- Knowledge of HAMC policies and procedures.
- Knowledge of affordable housing development programs.
- Knowledge of basic principles of record keeping and records management.
- Skills in assessing, reviewing, updating, and maintaining files, reports, and documentation.
- Skill in data entry with elevated levels of accuracy and productivity.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in effectively communicating verbal and written instructions.
- Skill in investigating and analyzing sensitive issues and complaints.
- Must be detail- oriented.
- Ability to use sound judgment.
- Ability to take initiative in assuming new assignments.
- Proficient computer skills, including Microsoft Office products including Word, Excel, Outlook
- Ability to be flexible in changes in priorities, assignments, and other interruptions which may impact pre-established timelines and courses of action for completing projects and assignments.

Education, Experience, Certifications and Licenses:

- High School Diploma or GED certificate required with at least two (2) years of experience in an office environment and three (3) years of college course work preferably in the field of business management, real estate, urban planning, public administration, or economics. Other combinations of demonstrated experience, training and education may be considered in substitution of the minimum qualifications.
- Valid State of Arizona Driver's license required.
- Must have reliable transportation.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a background check for new employees.

Work Environment

- Work is performed primarily in an on-site office environment with some property visitation and site walks.
- Equipment and Tools Utilized: Standard equipment includes personal computers and standard office equipment.

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact Human Resources at 602-744-4500 if you require assistance.