

## Real Estate Project Associate

Madison Park Development Corporation (MPDC) seeks a full time Real Estate Project Associate to support our Real Estate Department. The Real Estate Project Associate reports to the Director/VP of Real Estate and manages a number of functions that support the ongoing work of various real estate projects in development.

### **Primary Responsibilities:**

- Work with all vendors, contractors and sub-contractors involved in MPDC developments to capture data that reflects progress toward City-mandated diversity in hiring goals. Ensure that all data is properly collected, stored and reported. Attend bi-weekly meetings with community officials and constituents to report on performance and to publicize hiring and training opportunities. Organize and host job fairs and training classes, meet with applicants and act as liaison between candidates and hiring entities.
- Manage the requisition process: collect paperwork from project managers and owners' representatives; review information and correct as necessary. Coordinate with Accounting Department and prepare requisition packages for timely delivery to funders.
- Represent MPDC at a range of constituent and community organization meetings to publicize opportunities for economic advancement, convey project goals, and identify potential candidates for hiring.
- Retrieve and organize all project information for entry into database. Capture costs, detailed information about all project participants (contractors, sub-contractors, vendors, development team, and tenants) and labor statistics. Ensure that information is kept uniformly on all MPDC projects.
- Organize and maintain all property and project records (building plans, marketing material, funding applications, etc.), both in paper form for older projects and in scanned electronic format for newer projects. Ensure that the system is maintained, and that project records are organized and maintained in a consistent format
- Assist Project Managers and others with tenant relationships during relocation projects; field requests for information, various complaints, employment inquiries, etc. Convey and mediate issues to appropriate entities (property management company, utility, maintenance, etc.)
- Act as liaison to utilities during construction process. Ensure that utility companies have what is needed (building plans, timelines, etc.) to ensure that the process goes smoothly.
- Work with Asset Management to ensure that MPDC-owned vacant properties are properly maintained, cleaned, and groomed. Respond to inquiries about vacant properties from area residents.
- Provide a range of support to the Director/VP of Real Estate and the Associate Director of Real Estate including scheduling and organizing meetings, ensuring that needed

supplies are available, assisting with event planning and calendar management, and other duties as assigned.

**Qualifications:**

- College degree or equivalent school and work experience required
- Real Estate, construction, and housing development knowledge required
- Excellent written oral communication skills
- Proficient in Microsoft Office products
- Commitment to community-based development

**Benefits:**

We offer competitive compensation and an extensive benefits package.

**About Us:**

Founded in 1966, Madison Park Development Corporation's mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Our multifaceted approach to community building is realized through three departments: 1) real estate development, which produces and preserves affordable housing for low income families; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, our arts and culture department, which nurtures the arts in Roxbury by presenting high quality theater, dance, music, film and spoken word.

Please submit a cover letter and your resume to [zoliver@madison-park.org](mailto:zoliver@madison-park.org). Fax #617- 541-4900. Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information.