

## Construction / Project Manager

### Position Overview

The Affordable Housing Corporation of Lake County (AHC) is a nonprofit organization dedicated to creating affordable housing opportunities for low- and moderate-income households and stabilizing communities by improving the local housing stock. AHC serves as the construction management arm to its sister nonprofit organization, Community Partners for Affordable Housing (CPAH). The primary responsibilities of the Construction / Project Manager are to (1) inspect homes to determine code-compliance and rehabilitation needs, (2) manage construction and rehabilitation of single-family and multi-family housing, and (3) assist with acquisition and resale of distressed properties.

### Essential Characteristics

- A minimum of 5 years of experience working as a contractor, home inspector, or equivalent.
- Proficient understanding of building codes and regulations that govern the rehab and redevelopment of housing; familiarity of the IRC and IPMC is a plus.
- Familiarity with cost estimating and cost estimating software.
- Strong interpersonal skills, including the ability to balance the concerns of clients, contractors, and funders and the ability to effectively and compassionately communicate with clients who are in stressful situations.
- Analytical and detailed-oriented, with unwavering follow-through and the ability to work both independently and as a team member.
- Strong computer skills and the ability to learn new technology.
- Must possess a passion for AHC's and CPAH's missions.
- Illinois home inspector's license or willingness and ability to obtain is strongly preferred.
- Bilingual (Spanish) a plus.

### Duties

- Inspect properties and prepare relevant inspection reports.
- Collaborate with clients to determine project goals, identify eligible repairs, set realistic budgets, and establish clear expectations for the overall project.
- Prepare work write up specifications with cost estimates, assemble bid packages to disseminate to approved contractors, and coordinate overall bidding process.
- Evaluate bids and prepare construction contracts.
- Manage overall construction processes including change orders, scheduling necessary inspections, and processing payment requests.
- Ensure compliance with all program requirements including detailed file notes and ensuring all necessary documentation and reports are complete, accurate, and submitted on time.
- Collaborate with CPAH staff to successfully coordinate project management and inspection activities with CPAH's programming and funding requirements.
- Build and maintain strong relationships with municipalities and contractors.
- Continually develop required job knowledge, skills, and core professional competencies.

### Scheduling & Compensation

AHC's standard office hours are Monday through Friday 8:30am – 5:00pm. Competitive salary with excellent benefits. Starting salary range: \$65,000 - \$69,000.

### To Apply

Send resume, cover letter, and salary requirements to [mmader@ahclc.org](mailto:mmader@ahclc.org).

AHC is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.