

Primary Purpose:

The primary responsibility of this position is to assist in the coordination of the design and construction of Capital Improvement projects at the Brookline Housing Authority (BHA) under the supervision of the Director of Modernization.

Essential Duties and Responsibilities:

- Assist in the procurement of architects/engineers and contractors pursuant to State guidelines and (MGL Chapters 30B and 149) ethical procedures.
- Review and approve plans and specifications prior to bidding.
- Oversee the construction contract administration, attend weekly job meetings, supervise the contractor and architect/engineer to ensure the project is completed on time and within budget.
- Liaise and communicate with residents, architects, contractors, engineers, other BHA staff, and external agencies on all renovation projects both verbally and in writing.
- Attend resident meetings to provide updates and address concerns.
- Maintain accurate files and records for all projects.
- Coordinate and establish project schedules to ensure timely project completion.
- Perform any other duties as assigned.

Qualifications/Skills:

- 1-3 years of relevant experience and a bachelor's degree.
- Background in project management, specifically in affordable housing.
- Demonstrated ability to independently manage multiple projects.
- Solid written and spoken communication skills.
- Proficiency in Microsoft Word and Excel.
- Strong organizational skills, ability to prioritize multiple tasks, and consistently meet deadlines.
- Ability to work independently and as part of a team.

To Apply

Full job description is available at www.brooklinehousing.org. Or, submit a resume detailing your qualifications to careers@brooklinehousing.org. No phone calls or letters.

The BHA offers a competitive salary and strong benefits package, including GIC health insurance and a defined-benefit pension.

The BHA is an equal opportunity/affirmative action, Section 3 employer. Females, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.