



HOUSING DEVELOPMENT PROJECT ADMINISTRATOR

We are seeking a highly organized and detail-oriented Project Administrator to play a critical role in supporting the development and construction of permanently affordable homes. At Homestead, we believe that creating homeownership opportunities requires both vision and precision. In this role, you will be the backbone of our projects—tracking details, maintaining schedules, and ensuring seamless coordination among stakeholders. Your expertise in project management tools will keep our mission-driven work on track and compliant, directly contributing to stronger communities and empowered homeowners.

ABOUT HOMESTEAD COMMUNITY LAND TRUST

Homestead Community Land Trust creates stability, equity and opportunity by developing land and housing in trust, giving lower-income households the opportunity to own a home that is affordable to them and remains affordable to future owners. Our work is expanding an equitable economy for housing to create vibrant communities, help repair the harms of housing discrimination and protect vulnerable communities from displacement.

With 257 homes in trust, Homestead Community Land Trust is the largest community land trust in Washington State. Homestead builds new homes and rehabs existing homes, raising funds to price these homes affordably for first-time homebuyers who make less than 80% of area median income. The community land trust model makes and keeps homes affordable permanently through agreements with our buyers. We have an active pipeline of 240 homes that will be built over the next six years, and emphasize the environmental sustainability of our building methods and materials.

RESPONSIBILITIES

Project Management Software Administration

- Implement and manage project tracking software (e.g., Procore) to ensure schedules, budgets, and milestones are accurately maintained.
- Develop and maintain project dashboards and reports for internal teams, funders, and stakeholders.
- Automate workflows for approvals, invoicing, and compliance tracking.
- Train and support staff in using project management systems efficiently.

Project Coordination and Documentation

- Input and maintain project details in project management software, ensuring timelines, funding requirements, and deliverables are current.
- Track and monitor project milestones, flagging potential delays or compliance issues.
- Maintain detailed records of project budgets, expenditures, and performance metrics.
- Assist in developing templates and tools to improve project tracking.

Support for Project Managers

- Work closely with project managers to ensure project activities align with established schedules and budgets.
- Assist with tracking contractor performance, processing invoices, and verifying milestone completions.
- Provide administrative support, including preparing meeting agendas, documenting action items, and tracking follow-ups.

Compliance and Funding Support

- Track and manage documentation required for public funding compliance, audits, and reporting.
- Support the preparation and submission of funding draw requests in coordination with project managers and finance staff.
- Ensure all project records meet organizational and funder compliance standards.

Communication and Reporting

- Act as the central point of contact for project-related administrative tasks and updates.
- Coordinate communication between internal teams and external stakeholders to align project priorities and deadlines.
- Generate regular project status reports, incorporating data from project management systems.

Essential Qualifications

- Proficiency in project management software (e.g., Microsoft Project, Asana, Smartsheet, Procore) is required.
- Experience managing project tracking systems in a housing or construction environment.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Experience developing dashboards, reports, and workflow automation in project management tools.
- Excellent written and verbal communication skills.
- Ability to train and support staff in using project tracking systems.
- Familiarity with affordable housing development, public funding compliance, or construction project coordination.
- Experience working in multicultural environments is strongly preferred.
- Valid Washington State Drivers' license and personal transportation to visit sites and meetings outside the office

Other duties as assigned.

COMPENSATION AND BENEFITS

Annual compensation is \$85,000 year. Benefits include:

- Standard 15 paid vacation days, 10 paid holidays plus 1 personal day, and 12 days paid sick time per year. Staff can reach 20 days paid vacation per year over a period of years.

- Professional development goals will be established by mutual agreement with you at regular performance intervals. Homestead will pay for professional development events/courses/experience with prior written approval of the Executive Director/Chief Executive Officer, as budget permits and in alignment with our shared goals for your work.
- Up to 4% match to 403(b) plan for all enrolled employees
- Basic Life and ADD&D and Long Term Disability Insurance (currently 90 days waiting period)
- An Orca card for bus and light-rail travel
- Stipends for Cellular Telephone Voice/Data and home internet service
- Reimbursement for mileage and parking for work-related travel
- Health insurance Including vision and dental coverage
- \$600 Annual funding - HRA account

HOW TO APPLY

To apply for the position please provide to jobs@homesteadclt.org:

- Current resume or curriculum vitae
- Cover letter that includes a detailed description of your skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- Two references

Skills testing may be involved in the interview process.