



## **Project Specialist**

Nonprofit affordable housing agency seeks highly motivated team player to serve as Project Specialist in Metro LA & SF Valley areas. Perform home inspections, develop work specs, and oversee work to completion on home rehab/resale projects. Maintain interior and exterior appeal of all assets from completion of rehab until property is sold. Identify changes in property status and maintenance needs. Maintain a comprehensive list of property resources. Keep track of company- owned assets and provide a weekly report identifying any maintenance needs. Visit assigned assets once per week. Coordinate property repair requests from agents/city inspectors with company approved vendors.

Must be able to perform home inspections, develop work specs, and oversee work to completion on home rehab/resale projects. Ability to ensure resale properties are well maintained after rehab is complete until property is sold. Knowledge of Metro Los Angeles and Valley building codes required. Experience with specification writing software & strong organizational skills required. Must possess reliable vehicle, valid Calif. driver license and automobile insurance. Bilingual English/Spanish preferred. General Contractor License and/or ICC Certified preferred. Salary \$45-55K + benefits. E-mail resume, cover letter & salary history to [humanresources@lanhs.org](mailto:humanresources@lanhs.org).