



Title: Assistant Project Manager
Direct Report: Senior Project Manager
Indirect Report: EVP / Head of Development
FLSA Status: Full-Time Exempt

About Us:

Camber Property Group has been making an impact in the affordable housing market in New York City for years, developing innovative projects and preserving much-needed affordable housing in communities across the five boroughs. The firm focuses on three primary business lines: acquisition and preservation of existing affordable housing assets, new construction of affordable and supportive housing, and new construction and acquisition of transitional housing. In 2021 alone, Camber completed 3 ground up new construction projects in Ridgewood, the South Bronx and Harlem, respectively, and completed the preservation and recapitalization of nearly 1,000 units of existing affordable housing.

Job Summary

The Assistant Project Manager (APM) will work with all members of the Development team to support analytical and operational aspects of development and/or preservation projects. The APM will be working simultaneously on multiple projects at various stages of the development life cycle. The APM is expected to work collaboratively in a fast-paced, entrepreneurial work environment with a range of individuals and organizations.

Essential Functions

Responsibilities include, but are not limited to:

- Coordinate and ensure the timely completion of pre-development deliverables, ranging from appraisals, environmental testing, surveys, financing and real estate tax applications
- Track and compile due diligence required for closings, maintain and manage lender checklists
- Track on-going project costs
- Prepare construction requisitions and financial analyses
- Attend and take notes during community, design, finance and construction meetings
- Track and monitor construction, lease up and other ongoing processes through stabilization
- Work closely with internal asset and external property managers to monitor the transition from construction completion through stabilization / repositioning

- Work with acquisition and development team members to analyze potential investment / acquisition opportunities, including submissions to Requests for Proposals / Qualifications
- Perform market studies and maintain ongoing market reconnaissance for potential projects
- Collect and report on development trends in the NYC market, changes in housing, finance, sustainability, and tax policies
- Communicate effectively with a wide variety of collaborators, including but not limited to Camber colleagues, outside consultants, business partners, agency representatives and community stakeholders
- Travel to properties in the NY metro area to perform site inspections and collect data
- Maintain complete and accurate files and records

The ideal candidate for APM will have:

- Basic understanding of real estate and/or financial fundamentals
- Ability to work independently and to accomplish certain tasks without supervision
- Strong written and verbal communication skills
- High level of proficiency in Microsoft Excel and Word
- Strong desire to make a positive impact in the urban environmental
- Positive attitude, maturity and sense of humor
- Bachelor’s degree, preferably in urban planning, architecture, public policy, finance or relevant field
- Knowledge of New York City real estate development
- 1-3 years in a relevant field

Work Environment

- This job operates primarily in an office environment but may occasionally require travel throughout the five boroughs.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Affirmative Action (AAP/EEO statement)

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

How to Apply

Please send a resume and cover letter to jobs@camberpg.com Applications are accepted on a rolling basis. NO phone calls please.