



STRADA VENTURES LLC JOB POSTING FOR ASSISTANT PROJECT MANAGER

Strada Ventures LLC is a woman owned real estate consulting and development company with expertise in affordable housing. Strada is a trusted advisor providing customized services to for-profit and non-profit affordable housing developers. Strada helps its clients acquire and rehabilitate existing underperforming multifamily real estate properties, construct new affordable housing properties, and manage their assets primarily in New York City but also in Upstate New York, Baltimore, Kentucky, and Washington DC.

Strada is a small, fast growing start up that is looking for someone to grow with the company. Strada started in 2018 with the Principal Courtney Horwitz and one client and has since grown to a company of five with over 20 clients.

The position is a unique opportunity to learn from the existing Strada staff, who are all veterans in the field, to work with some of the most prolific developers in NYC, and to grow professionally in tandem with Strada's growth. This role is for a candidate who is driven, eager to learn, entrepreneurial, comfortable wearing many hats, has strong interpersonal skills, and wants to join a small, passionate, hard working, cohesive staff.

This person will support, work with, and learn under the Strada team to:

- Put together development deals,
- Assist clients with financing from lenders/banks as well as government organizations,
- Work with HUD and New York City on real-estate development requirements,
- Manage effective communication with all stakeholders,
- Maintain financial information in excel, and
- Assist the founder.

The candidate should have:

- Excellent written and verbal communication skills,
- Knowledge or proficiency with excel, and
- Project management skills and sensibility to track and stay on top of new projects, as well as keep track and continue to oversee existing ones.
- Interest in affordable house
- Past experience with affordable housing is a plus, but not required
- Strong interpersonal skills

The position is full time with health insurance and Simple IRA. Pay will be commensurate with experience.

Interested applicants should send a cover letter and a resume by e-mail to Courtney@stradanyc.com. The coverletter should provide the applicant's salary requirements and indicate in detail how s/he meets the specific qualifications of the job. For more information on Strada, please visit www.stradanyc.com