

ALL MISSION INDIAN HOUSING AUTHORITY

27368 Via Industria, Suite 113, Temecula, CA 92590



Job Description

Project Coordinator I

Reports to: Director of Project Management

Supervises: None

Salary Range: \$37,440 to \$45,760 annually

Duties and Responsibilities:

Under the general direction of the Director of Project Management, this position is responsible for the following administrative and field duties.

- Perform required contract administration functions to implement NAHASDA construction and other type contracts to ensure timely and effective expenditure of HUD funds.
- Prepare scope of work and specification documents and assist in the procurement activities for construction bid and proposal solicitation.
- Monitor contractor progress and enforce contract requirements.
- Prepare communication with contractors and vendors.
- Schedule activities for new housing projects, including site selection, site preparation activities (soil testing, percolation tests, surveys, etc.).
- Perform warranty inspections and prepare punch list for contractors.
- Maintain contract filing system to ensure compliance with ONAP and Federal documentation requirements.
- Other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of standard construction practices involved with housing construction and rehabilitation.
- Ability to communicate effectively, orally and in writing, with housing authority staff, contractors, vendors, tribal leadership, and program participants.
- Ability to maintain project records, prepare reports, and effective statements of work and specifications.
- Proficient in Microsoft Office (Excel, Word, and Outlook).

Desired Qualifications:

- Combination of experience, education, or training that would provide the required knowledge and experience.
- Position requires a high school degree and a valid CA driver's license.
- Knowledge of NAHASDA program regulations and HUD procurement and contract administration requirements.

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Work authorization:

- United States (Required)

Work Location:

- Temecula, Ca

Benefits offered:

- Paid time off
- Parental leave
- Pension 401K
- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance

Health and Safety- COVID-19 considerations:

We are doing everything we can to keep our team and customers safe. This means individual offices or widely spaced workstations, regular cleaning, masks and hand sanitizer, and work from home options, when possible.

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

Submit cover letter, resume, salary requirement and three (3) references to rcabrera@amiha.org

This position is open until filled.

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.