**Mercy Housing - Assistant Commercial Developer I**

Mercy Housing is looking for people who want to create a more humane world where poverty is alleviated, communities are healthy, and all people can develop their full potential. We believe that affordable housing and supportive programs improve the economic status of residents, transform neighborhoods and stabilize lives.

We are looking for an Assistant Commercial Developer I to provide administrative and technical services and analysis to the real estate development team for new development, relocation/ community development, and rehabilitation of housing projects. In Mercy Housing's Commercial Program, we figure out how our ground-floor commercial spaces will be designed and who will be the tenants. We work with nonprofit organizations and small businesses to support healthy, equitable, and resilient communities. **The Assistant Commercial Developer I is a project-based position and is eligible for a hybrid work schedule.**

**COVID-19 Vaccination Required.**

***Assistant Commercial Developer I Duties:***

* Create, compose, and prepare correspondence, including tenant/community notices, and distributes out-going correspondence via fax, mail, or e-mail, as needed.
* Write and edit various materials utilizing Word and Excel, as needed. Independently manage administrative functions for division/site.
* Schedule and confirm meetings, conference calls, and meeting spaces.
* Attend project meetings with consultants, tenants, and other stakeholders, as needed. Take notes, ask questions, and support logistics of community meetings.
* Ensure that inquiries are responded to and will support research needed to appropriately answer stakeholder questions.
* Perform other tasks as requested to ensure the smooth functioning of the division/site and other activities. Assist with various division/site projects and supports the team. Create, track and provide follow-through.

**PAY: $60,000-70,000/year DOE**

**MINIMUM QUALIFICATIONS FOR ASSISTANT COMMERCIAL DEVELOPER I:**

* Bachelor's Degree in Business, Planning, Community Development, Communications, or related field.
* One (1) year of demonstrated experience in related work.

**PREFERRED QUALIFICATIONS FOR ASSISTANT COMMERCIAL DEVELOPER I:**

* Experience in low-income housing, economic development, community development, or small business support.

**KNOWLEDGE AND SKILLS FOR ASSISTANT COMMERCIAL DEVELOPER I:**

* Detail oriented, especially in creation of financial spreadsheets.
* Relate positively to people from diverse backgrounds and professional levels.
* Multi-task and prioritize duties.
* Strong organizational skills.
* Excellent interpersonal skills, verbally and written communication.  
  Computer proficiency level in Microsoft Office Suite software.

\*\*This is a brief description summarizing the abilities and skills needed for the position.

\*\*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.