



Project Coordinator Position Charlotte, NC

Overview:

Laurel Street is a mixed-income residential development company that focuses on providing high-quality housing for working families and seniors of all income levels. Laurel Street is a growing, entrepreneurial organization with a development portfolio that includes approximately 5,000 units.

The Project Coordinator will report to the Project Coordination Manager and work with the Development Managers, and the VP and SVP of Development to provide overall support and coordination in all aspects of the development process. The ideal candidate will possess some understanding of loan closing processes and real estate development, including affordable and mixed-income housing projects.

Job Responsibilities: Examples of job responsibilities are intended as being descriptive and not restrictive in nature.

Working with the development team on project activities from conception to stabilization which includes:

- Preparing and submitting project finance applications to federal, state, and local governmental agencies
- Coordinating with partners, including attorneys, financial providers, housing authorities, religious institutions, local municipality staff, finance agencies, contractors, architects, engineers, surveyors, insurance agents, and property managers to provide due diligence documentation on complex multi-lender closings and loan conversions
- Managing the receipt, execution, notarization, and distribution of closing documents
- Setting up, organizing, and maintaining project development files
- Managing construction close out documentation with contractors, architects, engineers, and surveyors
- Submitting required documentation to equity providers to obtain project capital contributions
- Assisting with marketing initiatives, including project marketing collateral, award applications, project groundbreaking, and grand opening events
- Providing administrative support to the VP and SVP of Development
- Assisting the development team to submit responses to Requests for Proposals and Qualifications
- Prioritizing and responding quickly and efficiently to a variety of requests from the multiple sources to ensure that the overall development process proceeds in a timely and organized manner

Education/Experience and Ideal Candidate Qualifications:

- Bachelor's degree preferred
- 2+ years of business experience as an administrative professional or paralegal
- Strong organizational and time management skills with exceptional attention to detail
- Excellent interpersonal skills and written/verbal communication skills
- Current Notary or ability to pass the requirements to become a notary
- Proficiency with Microsoft Office, Adobe, and InDesign, along with general technology and computer skills

Compensation and Benefits:

Competitive base salary and bonus potential are offered, commensurate with experience, along with a comprehensive benefits package.