

Orange Splot LLC
4751 NE Going St.
Portland, OR 97218

Job Description
Project Manager

Position

Orange Splot LLC is seeking a Project Manager to help guide the development of community-oriented housing projects in Portland, Oregon.

Company Description

Orange Splot LLC (www.orangesplot.net) is a housing development company and general contractor with a mission to pioneer new models of community-oriented, affordable, green housing in Portland. Most projects are in the 6-16 home range. We believe that one of the most important things we can do to minimize our ecological footprint is to live in less space with a community of neighbors, making it easy (and fun) to share resources.

Context

This position represents an exciting opportunity to assist with new real estate development projects from inception through completion as we ramp up activity. The project manager will work closely with the company owner on all phases of development, including site evaluation, acquisition, predevelopment, design/construction, financing and sales. It is expected that there will be lots of 'learning on the job.' We're a small, hands-on shop, meaning that there will also be less skilled but equally important tasks folded in to the work mix.

Core Responsibilities

- Project budgeting, due diligence, and feasibility studies
- Coordination of work by development team members (ie. architects, contractors, consultants, surveyors, ...)
- Creation and management of project budgets and timelines
- Preparation of reports, funder financial packages, RFPs, scopes of work, and company collateral materials
- Office and clerical work, including office organization, scheduling of meetings, taking and distributing minutes, and handling invoicing for consulting work
- Errands, trouble-shooting the copier/printer, ordering office supplies, backing up the computer...

Additional Possible Responsibilities

These could become part of the work mix if the new employee has experience and interest in:

- Social media, website development/updates, writing projects and graphic design
- Light carpentry and other small construction projects
- Basic design, drafting, and/or rendering work
- Research and selection of building materials, systems and interior and exterior finish materials for inclusion in project specifications
- Assistance with policy advocacy projects
- Marketing and sales of homes
- Bookkeeping

Minimum Qualifications

- Strong personal and professional commitment to the mission and goals of the company
- Excellent oral and written communication skills
- Effective teamwork and interpersonal skills
- Ability to work independently and to manage and prioritize multiple tasks
- Ability to exercise sound judgment, creativity and initiative in solving problems
- Detail oriented, organized, efficient, resourceful, good humored, and a quick learner
- Solid understanding of real estate fundamentals, including due diligence, team members and roles, stages of the development process, preparation of project budgets, scheduling, and project management
- Proficiency with Microsoft Word and Excel on Mac platforms
- Typing speed of at least 45 WPM
- Ability and willingness to travel locally, while carrying acceptable insurance on one's own vehicle and holding a valid driver's license. Although work travel by bike and/or transit will be encouraged and supported, some driving will be necessary.
- Ability to lift, push or pull at least 30 pounds
- Ability to walk across uneven surfaces at job sites and to climb stairs
- Ability to read and comprehend legal contracts, zoning codes and financial documents
- Fluency in English; additional language proficiency a bonus.

Additional Valuable Skills

- Hands-on construction
- Social media, websites, graphic design
- Competence in basic design software (ie. for site plans)
- Basic site planning and 3D rendering design software
- A good design sense for colors, selection of interior/exterior finishes, and other aesthetic decisions that arise during project design and construction
- Knowledge of green building systems and practices

Supervisor: Company owner (Eli Spevak)

Hours: Starting at 24 hrs/week; anticipated to grow within 3 months to 32-40 hrs/week

Status: Exempt

Compensation: \$20 - \$30/hr, depending on experience

Start date: 30 days from selection (or earlier if applicant is available to do so)

Application process:

If you feel you meet the qualifications, please submit a cover letter, resume, and 3 references electronically to Eli Spevak at eli@aracnet.com by **Friday, May 15th, 2015**. Position will remain open until filled.