

# **Project Manager – Affordable Housing & Community Development**

**Schuylkill Community Action – Pottsville, PA**

**Salary:** \$65,000 – \$75,000 per year (based on experience)

**Job Type:** Full-time

## **Position Overview**

Schuylkill Community Action (SCA) is seeking a results-driven Project Manager to lead affordable housing development and community development initiatives throughout Schuylkill County. This position will play a key role in expanding housing opportunities, securing project funding, and strengthening community partnerships.

## **Key Responsibilities**

### **Affordable Housing Development**

- Manage affordable housing projects from initial concept through completion
- Conduct feasibility analysis, project planning, and implementation
- Ensure compliance with all applicable housing regulations and funding requirements

### **Funding & Project Sustainability**

- Identify and secure funding sources, including grants and tax credits
- Assist in structuring project financing
- Generate planning and developer fees to support program sustainability

### **Partnership Development**

- Collaborate with local and regional partners, including redevelopment authorities and municipal stakeholders
- Build and maintain relationships with community organizations, developers, and financial institutions

### **Community Development**

- Support broader community revitalization efforts
- Identify opportunities to improve housing stability and neighborhood conditions

## **Qualifications**

- Bachelor's degree in urban planning, public administration, real estate development, business, or related field (Master's preferred)

- Minimum of 3–5 years of experience in project management, affordable housing, or community development
- Demonstrated experience securing and managing funding from multiple sources
- Strong knowledge of housing development and financing
- Excellent organizational, communication, and relationship-building skills

### **Preferred Qualifications**

- Experience working with land banks, redevelopment authorities, or public housing programs

### **Benefits**

- Competitive salary based on experience
- Health, dental, and vision insurance
- Retirement plan
- Generous PTO Time
- 14-Paid Holidays

### **Work Schedule and Environment**

- Monday through Friday, 8:00 AM – 4:00 PM (flexibility required based on project needs)
- Office-based with occasional travel throughout Schuylkill County

### **How to Apply**

Please submit your resume and cover letter through Indeed.