



## **Assistant Project Manager**

Location: Houston, TX

Job Type: Part-Time Contract (Grant-funded position with a one-year term)

Compensation: \$50-\$60/hr based on experience

Benefits: Not Included

## **About Us**

The Houston Land Bank (HLB) is a local government corporation dedicated to transforming vacant and underutilized land into affordable, resilient, and community-driven housing opportunities. Through partnerships with developers, architects, community organizations, and funders, HLB works to advance equitable neighborhood redevelopment across Houston.

## **Position Overview**

HLB is seeking a part-time Assistant Project Manager to support the Finding Home Emerging Developer Program, the HLB Demonstration Home, and related community development initiatives. The ideal candidate is detail-oriented, highly organized, and passionate about affordable housing and community impact. This role offers the opportunity to work on innovative projects in partnership with Fannie Mae, the Houston Community Land Trust, and national design and resilience experts.

This is a grant-funded position with a one-year term. The role does not include benefits.

Contract Renewal/Extension Possible

## **Key Responsibilities**

- Assist with tracking and coordinating project deliverables for the Finding Home Initiative, including sustainability checklists, architectural plan development, and quarterly progress reporting.

- Support the Emerging Developer Program by scheduling training sessions, tracking participation, and compiling program data.
- Provide coordination support for the Demonstration Home, including site planning, permitting, and ensuring alignment with Fortified Gold and sustainability standards.
- Assist with parcel replatting, site optimization, and project compliance requirements.
- Prepare draft reports, compile consultant updates, and maintain organized project files.
- Support logistics for community engagement events, builder training, and homeowner preparedness workshops.

### **Qualifications**

- Bachelor's degree in urban planning, public administration, construction management, architecture, or related field (or equivalent work experience).
- 1–3 years of professional experience in project coordination, affordable housing, or community development.
- Strong organizational skills and ability to manage multiple deadlines.
- Excellent written and verbal communication abilities.
- Familiarity with permitting, sustainability standards (HERS, Energy Star, FORTIFIED, LEED), and affordable housing programs preferred.
- Proficiency in Microsoft Office; experience with project management software is a plus.

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### **Why Join Us?**

As part of the HLB team, you'll play a key role in shaping the future of affordable housing and community development in Houston. This position provides an opportunity to work at the intersection of design, resilience, and community engagement while supporting innovative, equity-driven initiatives.



### **How to Apply**

Interested candidates should submit a resume and cover letter via [Indeed](#) detailing their relevant experience and interest in the position.