



Part Time Affordable Housing Program Monitor

The FinePoint Associates Affordable Housing Team works with a variety of public agencies, non-profits and real estate companies that develop and manage affordable housing. Our role is to work with owners of properties financed with various federal, state and local affordable housing financing programs to determine compliance and assist with meeting requirements such as benefitting lower income residents as intended, meeting affordability requirements, remaining financial stable, and maintaining health and safety standards. We perform development reviews and on-going monitoring for hundreds of housing developments statewide.

We are looking for someone to handle communication, project coordination and data management. The position is part-time with a flexible schedule and will be remote. There is opportunity for the position to grow in hours and responsibility depending on the interest and abilities of the individual and our expanding needs.

Qualifications include strong computer skills, written and verbal communication, administrative skills, and being highly organized. Familiarity with affordable housing programs, property management and education/experience in public policy, planning or related field is a plus. Ability to work remotely with access to a reliable computer and internet connection is required.

Responsibilities will include: communication with property representatives to collect information and follow up on findings, collecting and managing data about properties and monitoring status, coordinating with team members regarding findings from physical inspections and compliance reviews, and preparing reports, among others.

Hourly compensation commensurate with experience.

Apply to: peg@finepointassociates.com