



TEMPORARY PROJECT COORDINATOR

San Benito Housing Authority is seeking a Temporary Project Coordinator who is responsible for supporting the planning and implementation of key agency initiatives, including a new software system upgrade, development of internal controls, and coordination of a preventative maintenance program. This temporary role is designed to assist in ensuring these projects are executed efficiently, on time, and in compliance with Housing Authority policies and regulatory requirements. The position serves as a liaison between departments, vendors, and leadership to ensure smooth project operations.

Essential Duties and Responsibilities:

- Assist in coordinating the implementation of a new housing or financial software platform, including scheduling vendor meetings, tracking deliverables, and supporting staff training efforts.
- Help document and refine internal workflows to align with **new software features, audit standards, and best practices in internal controls.**
- Support the design and rollout of a **preventative maintenance program**, including asset tracking, maintenance schedules, and reporting processes.
- Collect, organize, and maintain all relevant documentation for each project, ensuring compliance with HUD and local recordkeeping requirements.
- Schedule and facilitate internal project meetings, prepare agendas, track tasks and timelines, and record meeting notes.
- Communicate project updates, milestones, and potential issues to stakeholders in a clear and timely manner.
- Coordinate with the IT, Facilities, Finance, and Housing departments to ensure interdepartmental alignment.
- Assist with procurement and contract documentation related to project activities.
- Prepare reports and summaries for leadership and board presentations.
- Participate in community engagement or tenant communication efforts as needed.
- Identify risks or delays and escalate to appropriate leadership.
- Perform other related duties to support successful project outcomes.

Qualifications:

Education and Experience:

- High school diploma or GED required; Associate's or Bachelor's degree in public administration, business, IT, facilities management, or a related field preferred.
- At least two (2) years of experience in project coordination, administrative support, or systems implementation, preferably in a housing authority or public-sector setting.

The San Benito Housing Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

- Experience with software rollouts, asset management, or facility maintenance programs is highly desirable.
- Knowledge of HUD regulations and compliance frameworks preferred.

Knowledge, Skills, and Abilities:

- Strong understanding of project management principles.
- Familiarity with housing software systems (e.g., Lindsey) or financial systems preferred.
- Working knowledge of internal controls, audit standards, and public-sector procurement processes.
- Proficiency in Microsoft Office Suite and basic project management tools.
- Excellent communication, organization, and time-management skills.
- Ability to work independently and collaboratively with diverse teams.
- Bilingual (English/Spanish) preferred but not required.

Work Environment:

- Primarily office-based with potential for remote work or site visits.
- Temporary assignment anticipated to last approximately [6–9 months], with possible extension depending on project progress and funding.
- May require occasional extended hours during implementation or audit phases.

If you are a motivated individual looking to contribute to a dynamic team while supporting executive functions, we encourage you to apply for this exciting opportunity.

Position Open Until Filled
Job Type: Temporary/Full-Time
Pay: From \$25.00 per hour
Expected hours: 40 per week

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