

Project Assistant
Job Description
Somerset Development Company, LLC

Somerset Development Company, a mission driven real estate development firm, specializes in the revitalization of urban communities in Washington, D.C. and Baltimore, Maryland. The company develops and preserves affordable housing, renovates historic and mixed-use properties that strengthen neighborhoods and is committed to smart growth principles, sustainability and resident empowerment.

Somerset seeks a qualified candidate to serve as a Project Assistant to the Development, Resident Services and Asset Management Teams, as well as to provide support to public relations and outreach. The successful candidate must be results oriented, be able to manage work assignments efficiently, and be able to work well with other team members, with an ability to work independently once assignments are made. The Project Assistant will report to the Managing Director, who will approve assignments, assure balance in work load, and analyze results.

The position's responsibilities include the following:

- Assist the Asset Management Team with assigned tasks.
- Assist Director of Resident Services in preparing for scheduled meetings and financial tracking of the resident service budgets for the portfolio.
- Provide support to the Development Team Project Managers in the day-to-day management of development projects.
- Assist the Development Team with due diligence, requisitions and financing applications on potential acquisitions.
- Assist in the management of Somerset's marketing materials and social media outlets, including updating brochures, websites, flyers, press releases, and social media content.

The candidate must have demonstrated skills in the following areas:

- Excellent written and verbal skills in English
- Organizational skills
- Math and calculation skills
- Budget development and tracking
- Graphic design,
- Public relations and social media
- Computer skills including advanced proficiency in Microsoft Office, Excel, Power Point, In-Design

The candidate should have, as a minimum, an undergraduate degree and demonstrated abilities to undertake the job.

Somerset offers a benefit package with health insurance, a 401(k) plan, generous paid vacation, holidays and sick leave, and provides for a positive and supportive work environment.

Salary commensurate with demonstrated experience.