

**Job Announcement**

Real Estate Development – Project &amp; Administrative Assistant

**Location:** Little Tokyo Service Center Office/Partial Remote**Salary and Benefits:** \$40,000 - \$55,000; DOE**Employment Status:** Full-time; Exempt position with benefits**Start Date:** As soon as position is filled**Background:**

For over 40 years, Little Tokyo Service Center (LTSC) has provided social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

**Summary of Duties:**

The Real Estate Project & Administrative Assistant will be responsible for providing project support on several real estate development projects and providing administrative support to the Real Estate Development Department (REDD). This position reports directly to the Director of Real Estate and requires a well-organized individual who possesses excellent attention to detail and proficiency with Microsoft Excel.

LTSC's real estate portfolio is expanding and includes affordable and permanent supportive housing, non-profit community-serving facilities, and more than \$400 million worth of mixed-use, transit-oriented developments in the pipeline. Many of LTSC's projects are developed in partnership with other community-based nonprofits based in communities throughout Los Angeles. LTSC's real estate projects are in various phases of development, including initial feasibility analysis, site acquisition, entitlements, financing, design & engineering, permitting, loan closing, and construction.

**Responsibilities Include:**

- Assist Director of Real Estate and Project Managers on budget tracking, real estate project accounting, and other real estate development activities and administration
- Organize and maintain Real Estate Development Department (REDD) project files and documents; assist in coordination of file sharing internally and externally
- Support REDD on site visits, assessments, inspections, and off-site administrative tasks

- Support the preparation of construction financing and other loan closing draws and disbursement requests
- Coordinate with REDD, the LTSC fiscal department, and third-party consultants, contractors, and vendors on accounts payable
- Manage invoice processing including scope of work review, check requests and compilation of back-up/documentation
- Other REDD administrative duties as assigned

**Qualifications, Experience, and Skills:**

- Some college; Bachelor's degree preferred
- Highly organized, detail-oriented, and meticulous
- Proficiency with Microsoft Excel (pivot tables, sort & filter data skills) and Adobe Acrobat
- Strong verbal and written communication
- Problem solves and balances multiple projects in a fast-paced environment
- Takes initiative and has ability to work well independently or as a group
- Interest in real estate development at a community-based nonprofit in a multicultural environment
- California drivers license and access to insured automobile

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit either proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

**How to Apply:** Please send a cover letter and resume to Debbie Chen (she/her), Director of Real Estate at [dchen@LTSC.org](mailto:dchen@LTSC.org).