



Position: Opportunity Housing Associate
Location: Houston (PT 25-30 hours per week)
Reports to: Executive Director, Opportunity Housing Development

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities, and streamline recovery. SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

Preparing individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

Shaping the disaster sector's systems, policies, and programs

Building resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

Position Summary

SBP's Opportunity Housing Department has created an exciting part time role. The department is currently engaged in a variety of tasks related to the sourcing, analysis, construction, and ongoing operations of affordable housing developments in the New Orleans and Houston markets. The associate will play a key role in assisting the team in executing critical tasks throughout the project development process from conceptualization through acquisition, development, and operations. The associate will work closely with all Opportunity Housing team members and will also interface internally with other key departments carrying out OH-related tasks. In addition, the associate will also interface externally with key vendors, agencies, and individuals engaged in the delivery of affordable housing projects.

Responsibilities

- Support department in assembly and preparation of project development proposals
- Canvas and evaluate land acquisition opportunities and perform initial Due Diligence
- Support Construction department in preparation of schedules and budgets
- Assist in preparation and filing of key documents in Google Drive, Dropbox, and Box
- Support drafting and assembly of OH Strategic Plan
- Provide support in preparation of OH For-Sale home transaction documents
- Execute permit and document submissions to various government agencies as required
- Provide support in identifying RFP/RFQ grant opportunities
- Assist in the collection of critical documents necessary for various incentive funding applications
- Represent department at important community outreach events and fairs
- Act as liaison between OH and Marcomm to communicate various initiatives and updates

Requirements

- Currently pursuing a Four-year university degree or Master's degree in business, Finance, Construction, Project Management, Real Estate Development, Urban Planning, or related field
- Inquisitive with a keen interest in real estate development

- Project management skills: ability to multitask, problem-solve, prioritize, delegate, and create systems and processes
- Solid relationship management skills enhancing internal organizational relations and external community interactions
- Ability to successfully prioritize when faced with requests, demands and deadlines
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside SBP
- High energy and passion for SBP's mission is essential
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.