



# BCC JOBS BOARD

September 8th, 2021

*Firms posting their open opportunities with the [Builders of Color Coalition](#) actively welcome diverse applicants, and look forward to hearing from you. Please let firms know that you heard of the position via BCC.*

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## [Asset Management Officer](#)

### **Massachusetts Housing Investment Corporation (MHIC)**

Managing a portfolio of Affordable Multifamily Tax Credit properties, New Market Tax Credit investments, and other equity or loan products.

## [Assistant Property Manager](#)

### **Paradigm Partners**

Maintenance and repair, client relations, security, janitorial services, landscaping, snow removal, etc.

## [Investment Associate](#)

### **Keller Augusta**

Analyzing prospective investment opportunities for our client's value-added real estate funds.

## [Tenant Construction Manager](#)

### **WS Development**

Being the main point of contact with tenants and their respective consultants and contractors.

[Environmental Planning Specialist I or II – Southborough, MA Office](#)

**Beals and Thomas, Inc.**

Provide land use permitting and environmental planning support for a variety of public and private sector development and conservation projects.

[Brokerage Specialist](#)

**Cushman & Wakefield**

Consists of execution of work related to commercial real estate transactions and client deliverables.

[Civil Project Engineer](#)

**Nitsch Engineering**

Preparation of civil/site construction documents and permitting submissions (local, state and federal) associated with a variety of land development projects.

[Project Engineer II](#)

**Gilbane Building Company**

Obtaining, evaluating, coordinating and distributing the information and authorizations necessary to construct the project on time.

[Superintendent III](#)

**Gilbane Building Company**

Responsible for ensuring that company policies and procedures are met in regard to safety, scheduling, budget, quality and customer satisfaction.

[Project Manager II](#)

**Gilbane Building Company**

Responsible for supporting the overall direction, completion and financial outcome of a construction management project.

[Development Associate](#)

**Beacon Communities LLC**

Responsible for working closely with and assisting Development Directors and senior staff on projects throughout all stages of development.

[Asset Management Coordinator](#)

**National Development/Cranshaw Construction**

Looking for an energetic, positive self-starter to play a critical role in supporting our Asset Management Team.

### [AVP, Asset Manager](#)

#### **The Bullfinch Companies, Inc.**

Contribute to the development and implementation of Bullfinch's asset management, financial and portfolio strategies.

### [AVP, Property Manager](#)

#### **The Bullfinch Companies, Inc.**

Manage and supervise all aspects of assigned properties by prioritizing day-to-day operations and property needs.

### [Copywriter - Newmark Capital Markets](#)

#### **Newmark**

Writing, proofreading and editing marketing materials related to capital markets sale assignments, new business pursuits and public relations initiatives.

### [Property Manager](#)

#### **Federal Reserve Bank of Boston**

Responsible for providing day-to-day direction and supervision of three key Building Services teams.

### [Child Care Project Manager](#)

#### **CEDAC**

Lender and technical assistance provider focused on facilities development for early childhood education and out-of-school time programs in Massachusetts.

### [Assistant Director](#)

#### **Department of Neighborhood Development (DND)**

Overseeing program and policy development and ensuring the effective day-to-day operations.

### [Construction Specialist II](#)

#### **Department of Neighborhood Development (DND)**

Responsible for all construction management and oversight activities and assistance for development projects and programs.

### [Director of Operations](#)

#### **Department of Neighborhood Development (DND)**

Responsible for overseeing the day-to-day management and operations of DND.

### [Procurement Specialist - Construction](#)

#### **BPDA**

Assist in sourcing, solicitation, and initiating contracts, needs assessment, analysis and management of change orders.

### [Senior Planner I](#)

#### **BPDA**

Develop, manage, and conduct planning initiatives for specific city neighborhoods.

### [Project Manager](#)

#### **BPDA**

Manage and coordinate the design and development review process of small and large commercial, residential, industrial or institutional projects.

### [Executive Director](#)

#### **Hanson Housing Authority**

Seeking a skilled and innovative leader to provide professional leadership for the agency.

### [Associate, Affordable Housing and Consumer Empowerment](#)

#### **Housing Partnership Network**

Development and implementation of initiatives to advance affordable housing opportunities, resident health and stability, and foster economic mobility.

### [Membership Coordinator](#)

#### **CREW Boston**

Organized, detail-oriented, self-directive individual for a part-time position to provide support for the organization.

### [Senior Project Manager - Washington D.C.](#)

#### **Preservation of Affordable Housing**

Financial analysis, design and construction, and transfer of the completed project to the property management function.

### [Senior Project Manager - Boston](#)

#### **Preservation of Affordable Housing**

Financial analysis, design and construction, and transfer of the completed project to the property management function.

## [Senior Project Manager: MA Homeowner Assistance Fund](#)

### **Massachusetts Housing Partnership**

Lead the federally-funded Massachusetts Homeowner Assistance Fund (HAF) to provide mortgage relief to residents of MA and protect them from foreclosure.

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#### **About this list:**

The [Builders of Color Coalition](#) promotes commercial real estate employment opportunities via our biweekly jobs newsletter (700+ recipients), LinkedIn network, and Facebook page. Jobs can be posted for a fee at [buildersofcolor.com/post-a-job](https://buildersofcolor.com/post-a-job).

Explore [BCC Sponsorship](#) for more information on job posting distribution packages and other benefits.