



Job Description – PCEF Project Manager

Job Title	PCEF PROJECT MANAGER	Department:	Admin
Reports To	Director of Operations	Salary Range:	BASED ON EXPERIENCE: \$29.00 – \$39.00/HOUR
FLSA	NON-EXEMPT	Revision Date:	2/12/2025

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

POSITION SUMMARY:

This position was created in response to receiving a grant from the **Portland Clean Energy Community Benefits Fund (“PCEF”)**. PCEF is a program created by Ballot Measure 26-201 that was passed by Portland voters in November 2018. Measure 26-201 is the first time a Portland environmental ballot measure was created and led by communities of color. Measure 26-201 was adopted by ordinance as Portland City Code (PCC) Chapter 7.07 Portland Clean Energy Community Benefits.

This position is funded by the PCEF grant and grant writing skills to write for future funding is ideal; future funding will be needed to ensure position continues each year.

The purpose of PCEF is to provide a consistent long-term funding source and oversight structure to address climate change in a way that advances racial and social justice.

PCEF is a City Bureau of Planning and Sustainability program that funds projects and programs that both address climate change and advance racial and social justice. Program grants can be used to fund clean energy, green infrastructure, regenerative agriculture projects as well as workforce and contractor development to develop a diverse and well-trained workforce and contractor pool in the field of clean energy.

The PCEF Project Manager will focus on environmental justice, green infrastructure, workforce development and renewable energy. This position will work with multiple departments at PCRI including operations, housing development, resident services, property management, and finance. The best candidate should be able to initiate program with creativity, thoughtfulness, and a passion for research and learning. The job entails weighing various proposal feasibility and soliciting support from multiple diverse stakeholders. This PCEF Project Manager will be the primary contact with City of Portland, outside contractors, consultants and community partners for all things PCEF related. This is an exciting position that has the opportunity to create real carbon reduction while addressing economic and social injustices.

ESSENTIAL FUNCTIONS:

- Evaluate, comprehend, push initiatives as established in PCEF contract.
- Travel to different work sites within North/North East Portland is required to perform job functions such as inspections, and verification of third-party vendor work completion.
- Ensuring that all PCEF units have been thoroughly inspected after completion and that these units receive upgrades and energy scores in a timely manner.
- Collect data and prepare compliance reports and regular progress reports on project status.
- Knowledge of refurbishment repairs that may include framing, drywall, electrical, plumbing, flooring, cabinetry, window, roofing and painting.
- Prepare funds advance and reimbursement requests.
- Manage disbursement of funds requests to grant partners.
- Oversight of heating and cooling strategies pushed by PCEF.
- Organize and facilitate meetings with key stakeholders.
- Maintain all books, vendor receipts, and evidence of payment for materials and Project work time records and evidence of payment for program wages, salaries and benefits, general organizational and administrative information, documents, papers, and records.
- Follow budget and schedule for project completions.
- Enforce jobsite compliance as identified in the PCEF contract.
- Coordinate work and collaborate with Operation Department Managers.
- Oversight of contractors hired to implement energy upgrades to PCRI properties.
- Acts as a liaison for PCRI with City Project Manager, Grant Partners, and Contractors.
- Works closely with external partners such as: the City of Portland and the National Association of Minority Contractors (NMAC).
- Identify homes within our portfolio for energy updates in collaboration with the Chief of People & Strategy and Senior Leadership Team.
- Coordinate Workforce Training and Education; educate team members on green construction, solar power, water systems, building systems.
- Ensuring that all PCEF units have been thoroughly inspected after completion and that these units receive upgrades and energy scores in a timely manner.

- Attend internal and external meetings and events.
- Others duties and responsibilities as assigned.

JOB SCOPE:

The PCEF Project Manager reports to the Director of Operations. This position requires excellent communication skills, constructions knowledge, organizational skills, and the ability to maintain stakeholder relationships. Attention to detail is critical for maintaining program particulars and deadlines, database entries, and scheduling appointments, meetings and events. This position will come into contact with sensitive organizational information, therefore a high level of confidentiality and professionalism is essential.

The Ideal candidate will have knowledge and/or experience related to building science and construction practices, energy efficiency and/or renewable energy, as well as project management, grants, and contracts experience. Candidates with lived or work experience with communities of color or historically marginalized communities are strongly desired. Those skilled in analyzing data, identifying process improvements, customer service and collaboration with a variety of stakeholders will be ideal. All candidates should have a strong commitment to racial justice, diversity, equity, and inclusion.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree or trade school in Construction Management, Urban Development and or similar field preferred, years progressive experience in non-profit, affordable housing, property management, or real estate development strongly preferred.
- Experience with the historic and current injustices facing Portland's Black and low-income communities in regard to the environment, systemic racism, economic opportunity and housing security.
- Minimum three (3) years of experience in property maintenance or related field.
- Experience and/or understanding of solar and/or renewable energy, energy/water efficiency in houses/apartments, healthy buildings.
- Experience and/or education and understanding of low-income housing.
- Experience of grant writing and management.
- Experience of city, state, federal regulations and environmental incentives.

PREFERRED QUALIFICATIONS:

- Excellent communication skills, organizational skills, and the ability to maintain stakeholder relationships.
- A self-starter who can work with little supervision.
- Attention to detail is critical for maintaining files, database programs, and scheduling appointments and events.
- Ability to recognize problems, assess situations, gather relevant information from a variety of sources in order to respond effectively to barriers and issues.
- Experience with diverse populations (particularly low-income communities and communities of color).
- Ability to work as a team and balance multiple priorities.

- Driving to job sites and meetings is a requirement of this role; passed driving record check required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have and maintain a valid driver's license and be able to pass a driving record check as determined by PCRI criteria, and also must have access to a vehicle and maintain personal automobile insurance which meets PCRI guidelines. Must be willing to attend mandatory classes for licensing and / or continuing education.

WORKING CONDITIONS:

This is not a remote position and is an in the office setting. This role routinely uses standard office equipment. Office hours are Monday through Friday 8:00am-4:30pm.

COMPENSATION / BENEFITS:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee's annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Work Environment / Company Values:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Finance / Accounting office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background and drug test may be required.

PCRI employees work on site and do not have any remote capabilities. This is an onsite role without an option to be hybrid or remote.

Physical Requirements:

- Must be able to regularly walk up and down stairs up to 8 hours per day.
- Must have the ability to stoop, twist, reach, and pull.
- Must be able to sit and/or stand for up to 8 hours a day.
- The worker is required to have close visual acuity to perform an activity such as viewing a computer terminal and extensive reading.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position via an online application system, by mail to the attention of Human Resources, PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.