



Assistant Project Manager

Position Summary

The Assistant Project Manager supports the predevelopment and closing process for redevelopment projects, assists with the management of District-led projects, conducts research in support of our mission, and helps ensure the ongoing compliance of development projects in the I-195 Redevelopment District (District). The Assistant Project Manager reports to the Executive Director.

About the 195 District

The District is a quasi-public state agency created in 2011 to oversee the redevelopment of the land made available in downtown Providence as a result of the relocation of Interstate 195. The District's mission is to develop the former 195 land in Providence to create a thriving innovation district and neighborhood that attracts investment and fosters economic growth and opportunity.

There is over 2 million SF of development completed, under construction, or proposed in the District, with six completed projects, three under construction, and five in predevelopment. The District also owns and operates [195 District Park](#), a 7-acre urban waterfront park, and is currently developing an approximately 3,500-SF pavilion in the park.

For more information about the District, visit www.195district.com.

Responsibilities

- Support the predevelopment and entitlement process for projects that are proposed in the District. Responsibilities include working with District staff, consultants, and development teams to coordinate design review, zoning compliance, environmental permitting, and other pre-closing requirements.
- Support real estate closings.
- Help monitor project compliance through construction and beyond, including compliance with any incentive agreements.
- Assist with District-led projects including construction projects
- Support District research including quantitative and qualitative data collection
- Assist with the development of Requests for Proposals for development parcels and evaluation of proposals, including reviewing financial pro formas.
- Perform other related duties as requested and assist with special projects.

Key Competencies

- Strong project management skills; highly organized and attentive to details
- Strong analytical and research skills
- Ability to work independently and effectively manage several projects simultaneously
- Interest in planning, real estate development, and/or the innovation economy

- Experience with real estate development, public/private partnerships, urban redevelopment, economic development, real estate finance, legal agreements, and/or construction process preferred
- High proficiency in Microsoft office suite, including Excel
- Excellent written communication skills, especially with PowerPoint or similar platforms

Professional Qualifications:

- Bachelor's degree with at least two (2) years of experience in related field, such as real estate, planning, business, finance, law, and/or qualitative analysis. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Adobe Acrobat and Outlook.

Salary Range: \$65,000 – \$80,000

The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. All employment at the District is at-will unless specified otherwise.

Resumes with cover letters should be submitted to questions@195district.com.