



Job Title:	Project Associate	Job Category:	Exempt
Department/Group:	Community Development	Reports To:	Co-Executive Director/Community Development
Location:	1116 N Kedzie Ave, Chicago, IL 60651	Travel Required:	No
Level/Salary Range:	\$60,000 - \$65,000	Position Type:	Full-Time, Hybrid

About the Organization

Rooted in our mission to advance housing as a human right, LUCHA (Latin United Community Housing Association) has developed nearly 300 units of affordable rental housing in Chicago's West Town, Humboldt Park and Logan Square neighborhoods since our founding in 1982. Through advocacy and direct service, LUCHA protects tenants and makes homeownership possible.

LUCHA's development resume includes Chicago's first affordable multifamily Passive House, a recently renovated, deeply affordable studio building in Humboldt Park, and Encuentro Square Phase I, a LIHTC 4%/9% new construction deal at the end of the 606 trail in Logan Square. Our current pipeline includes Encuentro Square Phase 2, an adaptive reuse of a church in Humboldt Park, and the recapitalization of 36 scattered-site units across Humboldt Park and West Town.

LUCHA believes:

- Housing is a human right.
- Fair and affordable housing is worth fighting for.
- Housing equity builds community wealth.
- Diversity enriches and contributes to the community.
- All people deserve respect and dignity.
- We are transformed in our service to others.

Job Description

As Project Associate, you'll join the team directing LUCHA's pipeline of community-driven affordable housing development projects. With support from the Co-Executive Director team, you will support assigned projects, advancing aspects of the development process from concept development through acquisition, construction and initial occupancy. You'll also have the opportunity to meaningfully contribute to LUCHA's development strategy and direction. Beyond supporting the execution of the pipeline, a successful candidate in this role will advance a culture of innovation, integrity and an unwavering dedication to centering the voices of the most vulnerable members of our community.

Project Management (80%)

- Support project conception, site and market research, zoning analysis, and financial feasibility.
- Support the preparation and maintenance of project budgets, operating proformas, and schedules.
- Support the development team with the design process to achieve project goals within project budgets and funding requirements.
- Lead some aspects of project financing, including identifying funding sources, completing funding applications, liaising with project funders and syndicators, and supporting the management of closings and acquisitions. Supporting funding applications with for-profit and not-for-profit lenders, City of Chicago and IHDA Low Income Housing Tax Credits (LIHTC), Federal Home Loan Bank (FHLB), City of Chicago TIF, and others.
- Support or lead aspects of project construction including contractor selection and negotiation, draw meetings and site visits, and construction draws.

Community Engagement (10%)

- Engage local community organizers and leaders, tenants and neighbors, and elected officials to build support for projects. Support or lead public presentations and prepare materials for external communications.
- Represent LUCHA in relevant community meetings to maintain organizational presence.

Admin & Professional Development (10%)

- Submit regular reports regarding progress on projects. Maintain receipts and submit expense reports.
- Attend weekly department meetings and periodic organization-wide meetings.
- Support recruitment, training, and supervision of interns.
- Maintain knowledge of current affordable housing trends and best practices. Attend a minimum of 8 hours of position-relevant training annually. Share information obtained from training with other staff members.
- Duties as assigned by the Co-Executive Director team.

Qualifications and Skills:

Candidates must have:

- 2 or more years of experience in real estate development, real estate finance, construction, architecture, urban planning or other related fields. A master's degree in urban planning, architecture, business or other related field can be substituted for two years of experience.
- Experience supporting portions of 1-2 real estate development projects. Examples of involvement could include proforma analysis, preparing or evaluating financing applications, real estate closings, design, and construction scoping and budgeting.
- Familiarity with affordable housing regulations and financing, especially the LIHTC program.
- Excellent verbal and written communication skills. Experience writing memos, narratives, presentations and financing and grant applications.
- Experience working effectively in a team environment and building relationships with people of diverse cultural, economic and racial backgrounds.
- Integrity and commitment to LUCHA's mission and values.

Strong candidates will have one or more of the following:

- 2 or more years of experience working on affordable housing developments.
- Experience with community engagement, including presentations to the public, elected officials and other stakeholders.
- Bilingual (English and Spanish) writing and speaking skills.
- Some experience working with housing finance programs and agencies such as LIHTC, HUD, IHDA, and the City of Chicago Department of Housing.
- Experience with sustainable design and green building certification programs.

Job Requirements:

- Ability to travel and attend occasional meetings on weeknights or weekends.
- Accommodations may be made for individuals with disabilities who otherwise meet the position qualifications and requirements. This position regularly requires the employee to sit, stand, speak, and operate a personal computer. Occasionally, walking and lifting up to 30 pounds may be required. The employee may be required to access sites and buildings under construction, which requires balance and ability to climb as needed.
- LUCHA is a 501(c)(3) nonprofit corporation and an equal opportunity employer.
- At this time, the position is a hybrid role with scheduled days working from home and working from LUCHA's office each week.

Benefits:

- Medical, dental, vision and 401(k) employer match.

To apply, please submit a cover letter and resume via email to yrodriguez@associationhouse.org with the subject line "Project Associate position." LUCHA operates in alliance with Association House of Chicago with back-office support from the Association House admin teams.

Open until filled. For first-round priority consideration, apply by: **October 5, 2026.** Second-round priority consideration, apply by **October 12, 2026.**