

**POSITION AVAILABLE:  
PROJECT MANAGER**

Praxis Consulting Group, LLC helps non-profit, for-profit and government organizations develop and finance affordable housing. Praxis also carries out research and technical assistance in the areas of community development, non-profit capacity building, fund raising, and public policy development.

Praxis is seeking an organized and motivated individual to assist with project management on a variety of affordable housing projects. Tasks will include:

- Preparing funding proposals to government agencies;
- Coordinating the financial closings on new projects, including tracking outstanding items, coordinating the work of third-party consultants, reviewing reports and taking part in closing calls;
- Carrying out research on the viability of existing affordable housing developments, including public housing, and their potential for preservation; and,
- Some bookkeeping and administrative tasks, including updating the Praxis website periodically.

Compensation will be commensurate with experience.

Preferred Experience:

- Strong writing, communication and organizational skills;
- B.A. or graduate degree in related discipline;
- Fluency in Excel;
- Career interest in one or more of the following fields: land use planning, public policy, real estate finance, public service, affordable housing, or community development.

Training will be provided. Candidate must be able to commit to at least a year of employment.

Please e-mail a cover letter and resume to:

Aaina Sharma, Project Manager  
Praxis Consulting Group LLC  
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Email: aaina@praxisreno.com