

Mesa Grande Indian Housing Authority

Housing Project Manager

Full-Time | MGIHA Housing Office & North Field Land Tract, Mesa Grande Reservation

Compensation: \$28.00–\$33.00/hour, depending on experience

Hours: 40 hours per week, full-time, primarily on-site

Location: MGIHA Housing Office & North Field Land Tract, Santa Ysabel, CA

Reports To: Housing Director

Application Deadline: Open until filled

About the Organization

The Mesa Grande Indian Housing Authority (MGIHA) serves the Mesa Grande Band of Mission Indians (MGBOMI), a federally recognized tribe approximately 50 miles northeast of San Diego. MGIHA manages 22 rental units at Black Canyon and has secured \$12 million in Tribal Homekey funding to build 12 new homes at the North Field land tract, the first phase of a long-term vision to develop up to 100 homes on the same site.

About the Role

This role was created to carry the North Field project from construction through occupancy over the next year. The Housing Project Manager will be MGIHA's on-the-ground presence for the development: tracking progress, coordinating with contractors, managing budgets and timelines, and handling project administration. This position is essential for managing all construction activities until early 2028 when residents are expected to move in. When duties for this role end, there will be an opportunity to progress into the Housing Office Manager role.

This is not an entry-level position, but we are open to training the right person. We are looking for someone with a solid professional foundation and the drive to grow into a key leadership role as MGIHA's housing program expands. The reservation is approximately 50 miles northeast of San Diego. We need someone genuinely ready to commit to this location long-term.

Key Responsibilities

Construction Oversight

- Serve as MGIHA's on-site presence during all active construction phases at North Field
- Coordinate with the owner's representative and project manager to keep construction on schedule
- Track budgets, contractor invoices, and change orders; flag issues or delays promptly
- Maintain a construction log with written notes and photo documentation of milestones and site conditions
- Coordinate permits, inspection scheduling, and compliance documentation

Project Administration

- Manage project files, contracts, correspondence, and reporting for the North Field development
- Schedule and coordinate meetings, site visits, and project-related appointments

- Support the Housing Director with grant reporting and budget tracking for Tribal Homekey and future funding
- Gather and document community feedback to inform designs and implementation of the North Field housing development

Qualifications

Required

- Bachelor's Degree or equivalent level of secondary education
- At least 3 years of experience in construction management, project coordination, housing administration, or a related field
- Demonstrated ability to track budgets, timelines, and multiple moving parts at once
- Strong written and verbal communication; comfortable coordinating across contractors and stakeholders
- Proficient with Microsoft Office or Google Workspace
- Valid California driver's license with an insurable driving record and reliable transportation
- Respect for MGBOMI culture, tribal sovereignty, and community trust
- Must pass a background check and drug screening prior to employment

Preferred

- MGBOMI Tribal membership or community connection, or connection with another Indigenous nation
- Direct experience in construction management or capital project oversight
- Familiarity with tenant relations, property management, or low-income housing programs
- Experience in a tribal government, housing authority, or Native community organization
- Knowledge of HUD or HCD grant programs related to Tribal housing

How to Apply

Email a completed application packet to danielle_mgiha@hotmail.com that includes:

- Resume including work history from the past five years, relevant education, and three professional references with contact information, no more than 2 pages long.
- Completed job application
- Completed release of information to conduct a background check
- Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal I.D. card (if applicable)

MGIHA is an equal opportunity employer. We are committed to tribal preference in hiring. MGBOMI tribal members and Indigenous applicants are strongly encouraged to apply. MGIHA is an equal opportunity employer subject to Indian Preference provisions under PL-93-638.