

# COMMUNITY MANAGER POSITION

**Description:** **DePaul Housing Management Corporation (DHMC)** provides senior affordable housing in five upstate New York counties including Albany, Schenectady, Rensselaer, Saratoga, and Delaware. DHMC has been providing quality affordable housing for more than 40 years. We are seeking a Community Manager responsible for the day-today operations of senior apartment buildings located in Delhi, NY. The Community Manager is part of a team responsible for 24 hours a day, 7 days a week coverage of the property.

## Major Responsibilities:

### Marketing

- Understands HUD / Fair Housing including applicant and resident eligibility requirements.
- Enforces policies and procedures to ensure that the records of and at the property are in compliance with the required standards of DePaul Housing Management and applicable agencies with regulatory oversight.
- Responsible to ensure that all required documentation is gathered and maintained in resident files ensuring that each resident meets the requirements for tenancy and assistance, including preparation and maintenance of complete materials in the certification and re-certification processes.
- Greets visitors to the site, answers questions from potential applicants and arrange tours for interested visitors.
- Participates in the marketing of the property by developing linkages with community, religious and service organizations in the property's service area.

### Leasing

### Resident Relations

- Compliance
- Staff Supervision
- Desire to work with and experience with seniors and individuals with mobility impairments.

## Skills/Competencies:

- Strong communication, organization and public relations skills.
- Basic mathematics skills.
- Ability to prioritize work assignments, perform under pressure and maintain confidentiality.
- Professional and collaborative style and ability to work well with other staff, other agencies and departments, and board members.
- Must have a valid New York State driver's license and access to a vehicle during working and on-call hours and willingness to travel in connection with work.
- Ability to be on call on a regularly scheduled basis.
- Proficiency in Microsoft Office Suite, including Word, Excel and ability to learn and operate property management software platforms.

## Education Requirements:

- An Associate's Degree or greater is preferred. More advanced education may be considered in lieu of job experience.

## Requirements:

Three or more years of experience with administrative, supervisory and office duties in a senior service, human services or executive office setting; or two or more years of experience with general property management. **Preference given to applicants with Experience in Affordable Housing industry.**

DePaul Housing Management Corporation (DHMC) offers its employees a stimulating, diverse and team-based work environment with comprehensive benefits including medical, dental, vision and life insurance, flexible spending accounts, pension plan, and generous paid time off.

If you want to make a difference as a leader actively involved in the lives of our senior housing communities, engage in a collaborative working environment providing residential and staff relations and services and if our position speaks to your capabilities, experience and commitment to seniors, please submit your resume and cover letter with salary requirements. Qualified candidates will be contacted by phone and/or email.

## Other Details:

- Non-profit organization • (30 hours) • Pay Range: \$37,000-\$38,400

Learn more about us at [www.depaulhousing.com](http://www.depaulhousing.com).

If you would like to apply for this position, please respond with a cover letter, resume and salary requirements to [humanresources@depaulhousing.com](mailto:humanresources@depaulhousing.com)

DePaul Housing Management is an Equal Opportunity Employer.

