



A healthy community begins at home. REACH provides quality affordable housing and opportunities for individuals, families, and communities to thrive.

Job Announcement

Title: Property Management Assistant **Salary Range:** \$15 - \$18 hour

REACH honors and encourages diversity. We value employees who contribute to our organization, which embraces a variety of thinking and perspectives.

General Position Summary:

The Property Management Coordinator is responsible for providing support to the Property Management staff in leasing, collections, reporting and compliance, and utilization of various software programs.

Primary responsibilities include: maintaining the Property Management website; learning and testing the OneSite Document Management to assist with goal of reducing paper use; learning other OneSite modules as directed by the Portfolio Managers; marketing vacant units in print and online format; generating reports as needed; maintaining the Tenant and Collection databases; and providing other administrative support to staff as needed.

Specific Job Skills:

- Excellent working knowledge of basic computer programs and systems including Excel, Access, Publisher, Word Email and Internet
- Knowledge of web design and/or Expression Engine
- Some knowledge of property management practices including applicable landlord/tenant and fair housing rules and regulations pm software, plus
- Good verbal, written and interpersonal communication skills
- Excellent organizational skills, Basic math, and attention to detail
- Bi-lingual preferred

Education and/or Experience:

High school education or equivalent. Minimum two years related experience required.

Job Conditions:

May require some evening and/or weekend duty. May be required to deal with distraught, angry and/or potentially violent people. Ability to walk, bend, stoop. Flexibility needed to accommodate changing priorities.

Send Resume and cover letter to: jobapplication@reachcdc.org by March 2, 2012
Equal Opportunity Employer

