

THE RESURRECTION PROJECT

Job Description



Position Title	Assistant Property Manager
Supervisory Relationship	Senior Property Manager
Organization General Description	<p>After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.</p>
Division Purpose	<p>The purpose of the Property Management division is to manage and protect the real property that TRP owns, manages, or facilitates in complete compliance with all requirements of the property and its funding sources.</p>
General Job Description	<p>The Assistant Property Manager (APM) must be team-oriented with experience in affordable housing and residential property management. The APM will be responsible for providing assistance with recertifications, inspections, leasing, tenant relations and assisting the office staff. The APM must excel in providing superior customer service to residents. Tax Credit experience required.</p> <p>The immediate objective of the Assistant Property Manager is to monitor, follow, and complete all tenant files, including file compliance, re-certifications, and interim re-certifications with appropriate documentation.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• Processes re-certifications (set up interviews, assist with filling out forms, follow up with processing information, calculates income, prepares leases, etc.).• Assist with the preparations of tenant file audits.• Develop and maintain working knowledge of Chicago Landlord Tenant Ordinance, Fair Housing law, and regulatory agreements with financial supporters, including but not limited to, programs with the City of Chicago Department of Planning and Development, Illinois Housing Development Authority (IHDA), HUD, CHA, CLHTF, LIHTCs, financial institutions, and other sources of renter subsidies and affordable rental financing.• Assist in collection of delinquent rent.• Communicate with residents, address their concerns, and follow up with the Property Manager if the issue remains outstanding, until resolved.• Assist with showing available vacant units to prospective tenants, prepare leases and addendums for new move-ins.• Generate and close work orders as needed.• Monitor make-ready status of vacant apartments.• Conducts housekeeping inspections on a timely basis.• Assist to cultivate, manage, and expand relations with TRP member institutions, leaders, and partners to promote TRP's rental goals and organization mission.• Provide assistance to the Property Management team as needed.• Perform other duties and projects as assigned.
Performance Measures	<ul style="list-style-type: none">• Assist with completing re-certifications.• Work on resident file audits.• Conduct inspections.• Assist with leasing available units to prospective renters.• Respond to tenants' concerns, and follow up with the Property Manager.

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- Provide written and verbal communication with the Property Management staff.
- Effective, accurate, and consistent execution of daily responsibilities.
- Active participation in required staff meetings and programs.

Essential Knowledge and Skills

- Minimum two years' experience in property management, asset management, and/or affordable housing. Bachelor's Degree is a plus.
- Must have or be able to obtain certifications of Certified Occupancy Specialist/Tax Credit Specialist or Blended Occupancy Specialist (at employer expense).
- Illinois Leasing License required or will need to obtain within six months of employment.
- Must have working knowledge of LIHTC guidelines and/or Tax Credit Specialist (TCS) certification designation.
- Public housing guideline knowledge or the ability to obtain the RIM Public Housing Rent Calculation designation within six months of employment.
- Attendance of the CHA Yardi training, and successful passing of the exam, ensuring the issuance of a Yardi password.
- Proficient knowledge of MS Office, MS Excel, Property Management software, and internet required. Boston Post and Salesforce/CRM a plus.
- Excellent written and oral communications skills.
- Demonstrate ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.
- Highly motivated and demonstrated ability to work independently as well as part of a team.
- Strong attention to detail.

Special Working Conditions and Demands

1. Willingness to work flexible hours as needed; evenings and weekends required.
2. Access to a car, valid driver's license, and ability to travel within the metropolitan area and sometimes out of state.
3. Must be able to visit construction work sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders.
4. Maintain required job skills and all professional competencies. Attend and participate in required educational programs and staff meetings.
5. Cultivate, manage, and expand relationships with TRP member institutions, leaders, and partners to promote TRP's rental goals and organizational mission.
6. Perform other duties and projects as assigned.

Position Classification Full-Time, Exempt

Preparation Date 5/15/18

Statement of Equal Opportunity The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions Send resume and cover letter describing your skills and interest to trpjobs@resurrectionproject.org. No phone calls please.