**Central Minnesota Housing Partnership, Inc.**

# Property Coordinator Position Description

## Job Title: Fulltime Property Site Coordinator

### **Exemption Status:** FLSA Non-Exempt

**Reports To:** Property Manager

**Education:** Prior Experience is Preferred

**Job Summary:**

As an Property Site Coordinator your career will be diverse and challenging. You will work with an enthusiastic team and diverse tenant populations.

This position requires a person who can easily toggle between a caretaker role and a tenant coordinator role at 2 different site locations in North Branch, MN.

**Job Duties:**

1. Oversite of the day to day cleanliness of both sites, provide supplies to tenant twice a month through an order form and direct tenants to needed services as requested.
2. Tenant Relations: Deal directly with the tenants on properties managed through the corporate office and support the Property Manager as needed by responding to questions, fulfilling tasks, and planning tenant events. Duties may include: identifying maintenance requests, working on small maintenance items, assisting tenants on filling out paperwork, getting signatures on paperwork needed, directing tenants to services as requested by the tenant, providing notices to tenants, coordinating community events and activities, coordinating tenant requests for services, etc.
3. Property Finances: Support your Property Manager in rent collections such as posting past due notices, reviewing needed supplies for the corporate office to order, provide feedback on needed items within the property and understanding the financial limitations of an affordable housing project.
4. Marketing: Support the Property Manager in obtaining occupancy goals as set by the budget/organization. Assist in marketing the project and help retain tenants.
5. Physical Asset: Support your Property Manager to ensure unit and common areas are clean and free of debris, shovel sidewalks, clear any trip or slip hazards, and assist in making sure the property will pass all physical inspections.
6. Compliance: Support the Property Manager in achieving overall compliance of the property. This will be done by helping the corporate office obtain needed paperwork from the tenants, filling out renewal paperwork for annual recertification and help maintain ongoing compliance of the lease terms.
7. Vendor Relations: Assist the Property Manager by being available to let vendors in when scheduled by the corporate office. Monitor vendor performance and report back any issue with service prior to vendor payment.
8. Move Outs: Work with the Property Manager and Maintenance Manager to pre-inspect units when a tenant gives property notice to vacate. Walk through with the tenants to identify and record damage to the unit.
9. Perform other duties as directed.

**Other:**

Telephone support: Be available to answer phones, direct calls and respond to program/services inquiries in a timely manner from the Corporate office and tenant as needed.

Must keep confidential and sensitive information secure within the office.

**Specifications:**

Maintain and operate with proficiency a personal computer with a variety of software for generating reports, correspondence, and brochures (Windows, Microsoft Office, Word, Excel, Power Point, Google, FHA Simply Computer Software, and YARDI)

Must be able to meet deadlines

Must be willing to work as a significant part of a team

Must have the ability to travel with access to reliable transportation.

Must be willing to work a full time flexible work week with hours adjusting to accommodate early afternoon events.

Must be able to sit for extended periods, some bending, reaching and lifting up to 30 lbs.

Must have proficient skills in operating related business machines including but not limited to: computer, copy machine, fax machine, telephone, and scanner.

Must be willing and able to professionally represent the Central Minnesota Housing Partnership in communities and counties, with state and federal organizations and other public activities at the direction of the Executive Director and Property Director with a professional and informed presence.

Position requires knowledge and understanding of multiple housing resources and programs and fair housing.