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i If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Community Manager - Fir Grove, Taylor Street, Walnut Park

Regular-Full Time
Portland, OR, US

30+ days ago
Requisition ID: 1625

1 Attachments

Salary Range:

\$52,333.00 To \$60,466.00 Annually

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

Job Description

Title: Community Manager
Management

Department: Property

FLSA Status: Exempt
Manager

Reports to: Portfolio

Flex Status: On site 32 hrs. - Flexible 8 hrs.

Effective: August 2020

Salary Range: \$52,333 – \$60,466

REACH is an equal opportunity employer that strives to create a diverse workforce and an inclusive culture.

REACH organization believes that each employee makes a significant contribution to our success.

That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

All REACH staff share a commitment to anti-racism; the identification and elimination of racism by actively changing oppressive systems, structures, policies, and attitudes so that historic and future harm can be eliminated for communities of color.

REACH offers a generous Benefits Package (full-time employees) including:

- 401k
- Medical, HSA, FSA
- Dental
- Life, AD&D

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- Supplemental & More

Position Summary:

REACH owned and managed projects generally fall under three basic programs: REACH Conventional Housing, LIHTC (Tax Credit Affordable Housing) and HUD Program Housing. All Community Manager positions include the duties and responsibilities outlined in the REACH Conventional Housing. Additional qualifications are required for managing LIHTC and HUD projects.

This job description lists separately all three housing program qualifications. The boxes checked below indicate which program(s), job functions and responsibilities this position entails:

- REACH Conventional Housing (this applies to all programs)
- LIHTC (Tax Credit Affordable Housing)
- HUD Program Housing

Essential Functions/Major Responsibilities:

- Manages and directs activities and services in support of physical and financial operations of the property(ies).
- Assists and adheres to organization's policies and procedures for marketing activities to rent vacant units in a timely manner.
- Maintains and monitors project waitlist per established guidelines.
- Directly responsible for tenant selection and adheres to appropriate tenant selection policies and organization's applicant screening policies.
- Coordinates resident move-in activities including collecting deposits, completing paperwork and new resident orientation, per organizations policies.
- Collects and monitors monthly rents (resident and assistance payments as applicable).
- Takes appropriate precautions to safeguard all monies received. Posts rents to resident accounts promptly and accurately.
- Prepares deposit and transmits to bank.
- Maintains tenant relations, including responding to tenant requests and complaints and takes appropriate action.
- Makes appropriate referrals to Resident Services; cooperates with Resident Services activities.
- Interacts with various social service agencies as needed and with the Home Forward staff, when applicable.
- Manages unit turnover preparation, repair and maintenance by supervision of the Maintenance Technician.
- Processes resident move-out activities, per established guidelines.
- Responsible for lease enforcement including but not limited to accurate and timely preparation and service of lease violation notices; Initiates and processes court actions and attends court proceedings to facilitate evictions, if necessary.
- Manages maintenance and janitorial activities of building interior, exterior and grounds through the supervision of the Maintenance Technician. Collaborates with the Maintenance Technician and Facilities Manager when complex repair and maintenance projects are necessary. Conducts annual inspections with the Maintenance Technician and the assistance of the Facilities Manager if required.
- Monitors building for safety, security, cleanliness and general good condition.
- Responds to emergency situations and takes appropriate action.
- Ensures compliance with applicable laws, rules and regulations.
- Maintains appropriate paperwork, **Back** and **Apply**

- Completes and submits reports, forms and other paperwork as required. Assists Supervisor and Director of PM with preparation of annual building budget.
- Maintains work area in clean and professional manner.
- Purchases supplies, services, and materials, per purchasing policies, as necessary.
- Ability to practice cultural humility when interacting with co-workers and clients of diverse ethnic, religious, political, and cultural backgrounds and sexual or gender identities, treating everyone with respect and dignity.
- Performs other related duties as assigned.

REACH employees are expected and required to behave in a courteous and collaborative manner in doing REACH business and dealing with other staff, residents, and all contacts inside and outside the organization. Profanity, derogatory and abusive language will not be tolerated.

Knowledge, Skills, and Abilities:

- Knowledge of property management practices including applicable landlord/tenant and fair housing rules and regulations.
- Knowledge of tax credit compliance practices, policies, and procedures.
- Working knowledge of basic maintenance and cleaning techniques.
- Basic knowledge of Microsoft Office Suite (Word, Excel, Outlook) computer programs.
- Working knowledge of smartphone technology including phone calls, texting, and email.
- Good verbal, written and interpersonal communication skills.
- Basic math, attention to detail and organizational skills.

Scope and Accountability:

- Operates from established and well-known procedures.
- Decisions are made within organization operating guidelines.
- Performs duties independently with minimal supervision.
- Position involves a moderate degree of complexity in dealing with recurring work situations with occasional variations from the norm.
- Work is periodically reviewed by supervisor and verified by administrative employees.

Supervisory Responsibility:

- Position includes supervision of non-exempt staff.

Education and/or Experience:

- High school education or equivalent.
- Two years related experience required.
- Tax Credit and/or Occupancy Specialist Certification required, if indicated above.
- Trained and knowledgeable in Fair Housing and Oregon Landlord Tenant Laws.

Work Environment and Physical Demands

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands and reach with hands and arms; and readily and effectively communicate. The employee must lift and/or move up to 25 pounds on a regular basis and 50 pounds on an irregular basis. Vision abilities required by this job include ability to effectively see within a residential building and office work environment, which may include long term computer exposure, and to adjust focus accordingly.

- Requires evening and/or weekend meetings and on-call status.
- Close CRT work.
- May require the need for frequent shifting of priorities and deadlines.
- May be exposed to angry, distraught and/or potentially violent people.
- Must have a valid driver's license and valid liability insurance.
- Requires use of personal (vehicle, tools, etc.).

Disclaimer


The above statements are intended to describe the general nature and level of work being performed by people in this role. They are not intended to be a complete list of all responsibilities, duties and skills required of staff in this role. All employees may be required to perform duties outside of their normal responsibilities from time-to-time, as needed. The job requirements are subject to change to reasonably accommodate qualified disabled individuals. REACH may modify or interpret this job description.

This job description is not an employment contract, implied or otherwise. REACH is an at-will employer; you retain the right to resign, with or without notice or cause. REACH reserves the same right in respect to termination.

Attachments (1)

 [Community_Manager.pdf](#)

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