



Job Posting

Community Manager – Orchard Meadows | Medford

Worksite Location: On Site at Orchard Meadows | Medford, OR

Work Schedule: Full time at 40 hours per week – non-exempt

Pay: \$16 - \$18 per hour, rent and utilities are paid for by HAJC.

Application Deadline: Open until filled

Make a Community Your Home — and Your Work

The Housing Authority of Jackson County (HAJC) is opening **Orchard Meadows**, a new apartment community in Medford, and we're looking for a dedicated **Community Manager** to help it thrive from day one. This is a live-on-site role: you'll live in a **2-Bedroom Unit** at the community you manage and be the friendly, reliable face residents count on.

If you take pride in a well-kept property, enjoy working directly with people, and want your work to make a real difference in someone's ability to call a place home, we'd love to hear from you.

What You'll Do

As the on-site Community Manager at Orchard Meadows, you'll keep the community running smoothly and support residents and applicants at every step. Your work will include:

- Serving as the on-site point of contact for residents — answering questions, addressing concerns, and helping people understand and comply with their lease agreements
- Overseeing day-to-day grounds upkeep and community oversight so common areas stay clean, safe, and welcoming
- Showing units to prospective tenants, checking residents in, and conducting routine housing quality inspections
- Posting notices, responding to minor lease violations, and documenting lease-related actions accurately and on time
- Collecting, verifying, and depositing rent payments and taking money orders, and maintaining accurate records
- Performing light maintenance (changing lightbulbs, alarm batteries, minor repairs) and coordinating larger work orders with HAJC maintenance
- Responding to tenant needs, complaints, and emergencies promptly and calmly, including occasionally outside regular office hours

Applicant intake and waitlist responsibilities — a key part of the Orchard Meadows role:

- Managing the property waitlist and keeping it accurate and current
- Sending notification letters to eligible candidates on the waitlist when a unit becomes available



- Helping prospective tenants complete their applications and making sure each application is filled out completely and correctly
- Performing quick eligibility calculations to confirm applicants meet program requirements
- Coordinating a smooth hand-off to HAJC's Leasing Department, which completes the leasing process

What We're Looking For

Education & Experience: Completion of at least the twelfth grade, plus specialized training in property management or a related field, **and** two years of experience in property management or a related field, including knowledge of government-assisted housing programs. Any satisfactory equivalent combination of education and experience that ensures the ability to perform the essential functions may substitute.

License: Valid driver's license and a satisfactory driving record. Candidates establishing Oregon residency must obtain an Oregon driver's license within 30 days of hire (ORS 807.020(1)).

Knowledge & Skills:

- Familiarity with Fair Housing rules, leasing practices, and eviction court procedures
- Strong written and verbal communication and interpersonal skills, including conflict resolution
- Comfortable with quick, accurate math for eligibility and rent calculations
- Attention to detail in reviewing applications and maintaining files
- Proficiency with computers, especially Microsoft Office
- General knowledge of apartment maintenance and basic landscaping (including small equipment such as a leaf blower)

Living On-Site

This is a live-on-site position. The Community Manager resides in a designated **2-Bedroom** unit at Orchard Meadows and serves as the on-site presence for the community. Rent and utilities are paid for by HAJC.

Physical Requirements

The role involves moving throughout the property, occasionally lifting up to approximately 50 lbs., climbing ladders, and working outdoors in a range of weather conditions. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

Benefits

- Federal Holidays Observed
- PERS Eligible position
- Low-cost family medical, dental, and vision insurance



- Sick leave
- Annual leave
- [Learn more here](#)

Equal Opportunity Employer

HAJC is an equal opportunity employer. The agency does not discriminate in any employment practice, including recruitment, promotion, and selection, on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, marital status, age, disability, genetic information, veteran or uniformed service member status, expunged juvenile record, domestic violence, harassment, sexual assault, or stalking victim status, injured worker status, or any other classification protected by applicable federal, state, or local law. This commitment applies without exception to every recruitment, promotion, and selection decision.

[APPLY HERE](#)