

Live-On-Site Property Manager – Royal Oaks Mobile Manor

- 📍 **Location:** Medford, OR
- 💰 **Salary:** \$3,120/month (DOE)
- 🏠 **Housing Included:** 2-bedroom, 2-bath mobile unit + paid rent & utilities

Are you looking for a rewarding career in **property management** with a **stable income, free housing, and paid utilities**? The **Housing Authority of Jackson County (HAJC)** seeks a **dedicated, professional, and community-oriented Property Manager** to oversee **Royal Oaks Mobile Manor**.

As a **live-on-site** manager, you will play a critical role in maintaining a safe, well-managed, and welcoming community for residents. **This position does require Manufactured/Mobile housing experience.** This is a **full-time position** where you will handle leasing, tenant relations, rent collection, property inspections, and enforcement of Housing Authority policies—all while residing **on-site in a rent-free, two-bedroom, two-bath unit with paid utilities.**

Key Responsibilities:

- ✓ Manage daily operations of Royal Oaks Mobile Manor
- ✓ Lease spaces, screen applicants, and execute leases
- ✓ Maintain property grounds and ensure compliance with housing policies
- ✓ Address tenant concerns, resolve disputes, and enforce lease agreements
- ✓ Conduct inspections and oversee property maintenance needs
- ✓ Collect rent payments and issue necessary notices

What We're Looking For:

- ◆ Experience in **manufactured home park management** or a related field
- ◆ Strong **communication and problem-solving** skills
- ◆ Knowledge of **Oregon landlord-tenant laws** and fair housing regulations
- ◆ Ability to work **independently** while managing multiple responsibilities
- ◆ A community-focused professional who enjoys helping residents thrive

Why Join Us?

- ✦ **Free housing & utilities** included – save thousands per year!
- ✦ Stable **monthly salary of \$3,120** (DOE)
- ✦ Be part of an organization that values **affordable housing and community development**
- ✦ Opportunity to **make a difference** in residents' lives

HAJC honors and applies veterans' preference in accordance with Oregon state law. We strongly encourage you to apply, whether you are a qualifying or disabled veteran. Be sure to include your DD214 or other official documentation with your application to be considered for preference.

The Housing Authority of Jackson County (HAJC) is an equal opportunity employer committed to fostering a workplace that embraces diversity. We prohibit discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic information, marital status, or any other protected characteristic under applicable federal, state, or local law.

Studies show that **women and people of color are less likely to apply for jobs unless they meet every qualification.** We are interested in finding the **best candidate** for this role, and that person may come from a **less traditional background.** We encourage you to apply if you meet the key qualifications and believe you would be a great fit!

📧 How to Apply:

Submit your **resume & cover letter** detailing how your skills align with this role to beth@hajc.net If you are unsure about your

qualifications, please contact our HR Manager at **541-779-5785** for clarification.

If you require **reasonable accommodations** during the application or hiring process, please contact our HR Manager at **541-779-5785**.

Join us and help create a safe, welcoming, thriving community at Royal Oaks Mobile Manor!