

JOB ANNOUNCEMENT – PLEASE CIRCULATE

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- POSITION:** Assistant Property Management
- SALARY:** \$24.97 per hour or \$51,940 annualized, plus excellent benefits
- REPORTS TO:** Director of Property Management

**AGENCY:** As a nonprofit organization, Conard House, Inc. builds welcoming communities and caring relationships that empower people and restores hope. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. The position is with the Conard House Property Management Department which manages a portfolio of seven hotels and fifteen cooperative apartment units throughout the City. Conard House, Inc. is a committed Equal Opportunity Employer. Pursuant to the city and state’s Fair Chance Ordinance, we will consider qualified applicants with conviction and arrest records for employment.

**QUALIFICATIONS:** Any combination of education and experience that demonstrates skills and abilities in property management, accounting and general management of subsidized housing programs. Technical knowledge regarding database management, particularly Microsoft Office. Ability to work under pressure, handle emergencies, tenant concerns and complaints and meet necessary timelines. Ability to work as a team player as well as provide leadership.

**DUTIES:** The position will encompass work for Conard House’s supportive housing sites consisting of nine residential hotels and 15 cooperative apartment units throughout the city. Duties will include:

- Assist Property Managers in collection of rents and other tenant receivables, bank deposits, handling of delinquent accounts.
- Coordinate with Program Staff to process accurate collection of tenant receivables.
- Maintain agency wide rent roll database, compile data and produce appropriate reports.
- Assist Property Managers with annual income certifications.
- Issue nonpayment notices to tenants.
- Write and distribute collection letters.
- Write and distribute warning letters for lease violations.
- Process approved nuisance evictions to attorney.
- Assist in other duties as assigned by Director of Property Management.
- Provide temporary coverage at the properties during leaves or vacancies as directed.

**PEOPLE FROM DIVERSE CULTURAL BACKGROUNDS ENCOURAGED TO APPLY.**

Please send resume with letter of interest to Elish Bornstein, Director of Property Management by email:  
PMjobs@Conard.org