



Position: Property Management Coordinator
Location: Bronx, NY
Reports to: Senior Manager of Building Operations
Hours: Full-time/40 hour per week, with ability to be on-call; occasional Evenings/weekends may be required.

About Jericho Project

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 36-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The Property Management Coordinator will assist with the oversight and property management functions of our 115 unit Scattered Site program housing individuals experiencing homelessness. They will report directly to the Senior Manager of Building Operations for that program.

Property Management Responsibilities:

- Act as the main interface between the tenants, property owners and superintendents, Jericho maintenance staff, and program staff with regard for issues related to maintenance of the apartments.
- Maintain up-to-date landlord leases between owners and Jericho Project.
- Conduct review of sites' physical conditions and liaison with Management of building for compliance.
- Ensure timely completion of maintenance and routine work orders and repairs.
- Coordinate purchasing of maintenance supplies for the program.
- Schedule and conduct apartment inspections; maintain Housing Quality Standards at all times.
- Maintain an excellent customer service relationship with Management companies, residents, vendors, co-workers and the community.
- Collaborating with brokers and management companies in acquiring additional housing unit.
- Participate in preparing the program budget; maintain costs within the budget.
- Conduct resident move-outs in accordance with state law and company standards.
- Coordinate with management companies and superintendent to get vacancies rehabbed in a timely fashion.
- Prepare and deliver all legal and formal notices in accordance with state law and company standards, including but not limited to late notices, change in term notices and lease violations.
- Maintain program's petty cash fund.

- Coordinate volunteer events as requested.
- Other task or duties assigned by supervisor.

Rent Collection & Compliance Responsibilities:

- Assist with eligibility review for tenant selection process and participate in tenant interviews.
- Collect rent from tenants and reconcile with Finance department.
- Actively pursue rent arrears including attending Housing Court as needed.
- Maintain 5% or less vacancy / rent loss or less.
- Oversee compliance with leases, and house rules.
- Prepare and submit reports as needed including rent rolls, rent arrear reports, compliance audit reports to the Operations Manager.
- Oversee additional housing units as needed

Requirements:

- Some college and/or minimum 1-year experience in property management or working with people who have experienced homelessness is required. Bachelor's degree is strongly preferred.
- Supervisory experience preferred.
- Must have knowledge of property management related issues such as rent collection, leases and DOB, ECB and HPD housing codes.
- Must be a team player and possess good writing skills.
- Should possess good leadership skills and be capable of supervising staff.
- Computer literacy a must.
- Must have the ability to serve on-call, as scheduled or as necessary.
- Must be willing to travel throughout the NYC 5 boroughs and visit elevator or non-elevator buildings.
- Bilingual in Spanish a plus

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Property Management Coordinator – Scattered Sites**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.
www.jerichoproject.org