



**Position:** Senior House Manager – Kingsbridge Terrace  
**Location:** Bronx, NY  
**Reports to:** Deputy Chief of Operations  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

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### About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

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### About the Position

The Senior House Manager reports to the Senior Manager of Building Operations and is responsible for the overall security of the site and assistance with clerical duties.

The FLSA status of this position is **Non-Exempt**.

### Responsibilities:

- Securing and maintaining the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Responsible for reporting and electronically documenting all incidents on site.
- Assume responsibility for the overall running of the facility during the absence of full time staff.
- Monitor client/visitor activity.
- Ensure that all residents respond to fire alarms.
- Maintain compliance with fire safety codes.
- Maintain security by conducting floor checks hourly.
- Periodically attend house meetings, case conferences, and staff meetings.
- Assist with scheduling of part time house managers.
- Provide backup coverage to full time house managers as needed.
- Assist with Leases, LIHTC Compliance, and Section 8 Recertification.
- Assist with filing and rent collection.
- Other duties as assigned.

**Requirements:**

- HS Diploma highly preferred. 1 year customer service experience required.
- Fire Guard Certification required.
- Good computer skills knowledge required.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to use judgment and make sensible, practical and concise decisions in an emergency situation and have an interest in property management.

**Compensation:**

The salary range for this position is **\$38,480.00 to \$40,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

**How to Apply:**

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

Human Resources DepartmentJericho  
Project  
Job Code: **Senior House Manager – Kingsbridge Terrace**  
245 W. 29th Street, Suite 902  
New York, NY  
10001Fax  
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 diverseapplicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*