



Position: Senior House Manager - Melrose (Administrative)
Location: Bronx, NY
Reports to: Manager of Building Operations
Status: Full-Time, some evenings /weekends

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.

About the Position

The Senior House Manager reports to the Manager of Building Operations and is responsible for the administrative support and overall security functions in the building.

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

Responsibilities:

ADMINISTRATIVE, LEASE SUPPORT:

- Assist with Leases, LIHTC Compliance, and Section 8 Recertification.
- Track tenant lease documentation including recertification, renewal dates, missing/required documentation.
- Support MBO in review of HAP reports and track package status, funder communication and follow up.
- Review tenant legal action documentation.
- Review and track unit vacancies, timelines.
- Effectively communicate with tenants on lease needs, building events, concerns and meetings.
- Provide reports and status updates to the super, handyperson and leadership on building conditions.
- Update all lease and building documentation in AppFolio.
- Maintain unit inspection documentation.
- Secure delivery of weekly checks to Finance.
- Assist with filing and rent collection.

ADMINISTRATIVE, BUILDING:

- Securing and maintaining the safety of the tenants and the facility.
- Schedule and conduct fire drills, documentation and fire safety equipment maintenance/inspection logs.
- Ensure that all residents respond to fire alarms.
- Periodically attend house meetings, case conferences, and staff meetings.
- Conduct extinguisher inspections on the first business day of each month.
- Track contractors and report to building super.
- Purchase, track and monitor deliveries.

BUILDING SECURITY:

- Provide crisis intervention when necessary and report incidents to clinical and operations.
- Responsible for reporting and electronically documenting all building tours, daily logs of tenants and incidents on site.
- Assume responsibility for the overall running of the facility in the absence of full-time staff.
- Monitor client/visitor activity.
- Maintain compliance with fire safety codes.
- Maintain security by conducting floor checks twice a shift.
- Assist with scheduling part time, per diem house managers to cover scheduled and unscheduled absences
- Other duties as assigned.

Requirements:

- HS Diploma highly preferred. 1-year customer service experience required.
- Fire Guard Certification (F02) 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.

ADA Specifications:

This position requires the ability to lift up to 50 lbs. Ability to travel to various sites. One must possess the ability to speak, hear, see, and write as well as the ability to use a computer and related software programs. Local and/or national travel required and may require some longer weekday/weekend commitments to accomplish related business projects or meet deliverables.

EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

We are committed to creating a diverse and inclusive workplace where all employees feel welcome and valued. We believe that diversity and inclusion are essential to our success.

DISCLAIMER

This job description is intended to provide a general overview of the position and its essential functions. It is not intended to be an exhaustive list of all the duties and responsibilities that may be assigned to the staff member. The specific duties and responsibilities of the position may change from time to time, as determined by the needs of the organization.

The staff member must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation. Reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

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 Department
Jericho Project
Job Code: **Senior House Manager - Melrose**
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