

JOB ANNOUNCEMENT



POSITION: Assistant Manager, Full-time

SALARY: \$18.25 per hour + full benefits

DESCRIPTION OF COMPANY & POSITION: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC) created in 1983 and now managing over 1,500 affordable housing units for MHDC and other non-profit organizations in San Francisco. CMC's services include financial management, rent-up, leasing, maintenance, and security. We are currently seeking an Assistant Manager for a five-story, 48-unit building, Tax Credit/HUD Section 8/HOPWA affordable apartment complex developed 9 years ago by Episcopal Community Services for homeless families. Units range in size from 1 to 4-bedroom flats and townhouses. In addition, the development provides a comprehensive network of resident support services, including after school/summer programs, a health care clinic, childcare, teen programs, children's mental health services and an employment skills center.

SUMMARY OF RESPONSIBILITIES: Assists the Resident Manager with the daily operations of the building, with duties including rent collection, bank deposits, completing lease agreements, maintaining tenant files, recertifications, processing legal notices for non-payment or other lease violations, overseeing maintenance of the property, conducting unit inspections, keeping building records and other administrative support, such as filing, typing correspondence and processing paperwork. Provides front desk coverage, answering and directing phone calls, taking messages, maintaining a daily log, enforcing community rules, visitor policy and sign in/out procedures, recording and completing maintenance work orders and writing incident reports.

QUALIFICATIONS:

Management experience, preferably in affordable housing
 Excellent verbal and written communication skills, with the ability to generate written correspondence, reports and documentation; bilingual English/Spanish preferred
 Knowledge of accounting/bookkeeping skills for maintaining resident accounts receivable ledgers
 Understanding of and sensitivity to a diverse, low-income population
 Yardi software preferred
 Organizational abilities, record-keeping and filing skills
 Maturity and ability to handle emergencies, resident concerns, and complaints while meeting necessary time restrictions

TO APPLY: Send resume and letter of interest to: CMC Human Resources Manager
 1358 Valencia Street
 San Francisco, CA 94110

EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties



Caritas Management Corporation - 1358 Valencia Street, San Francisco, CA 94110

Tel. (415) 647-7191 Fax (415) 648-3919

If you have any questions for disability that requires a reasonable accommodation, please contact
 Section 504 Coordinator: Tel. (415) 647-7191 ext. 112 TTY / TDD: 711 / or 1-800-545-1833 ext. 468

WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER

