

JOB ANNOUNCEMENT



POSITION: Resident Manager, Full-time

SALARY: D.O.E. + full benefits + rent-free, 1-bedroom apartment

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management reflects the mission and purpose of its parent company.

JOB DUTIES: The Resident Manager is responsible for the daily administration, maintenance and full occupancy of two apartment buildings (50 units total). Duties include supervision of on-site maintenance staff as well as contractual workers, accessibility by pager for after-hours emergencies, rent collection & posting, bank deposits, tenant selection, maintaining waiting lists, move-in/out procedures, completing lease agreements, maintaining tenant files, tenant relations, recertifications, processing legal notices, overseeing maintenance, making unit inspections, keeping records and attending required meetings, training seminars and workshops.

QUALIFICATIONS:

- Property management experience, preferably with HUD, Tax Credit or other low income housing programs.
- Ability to generate written correspondence, reports and documentation
- Accounting/bookkeeping skills for maintaining resident accounts receivable ledgers; Yardi program experience preferred.
- Maturity and ability to handle emergencies, resident concerns, and complaints while meeting necessary time restrictions
- Flexibility and ability to relate effectively with a variety of persons, including people with special needs.
- Strong verbal communication and team-work ability; bilingual English/Spanish preferred.

TO APPLY: Send resume and letter of interest to:

CMC Human Resources Manager
1358 Valencia St.
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