

Property Manager (Part-Time)

Job Summary: Lydia's house is seeking a Part-Time Property Manager (10 hours per week) to manage property maintenance at four properties, as well as assist with leasing. Friendly demeanor and strong interpersonal skills are a must.

The Company: Lydia's House is an innovative non-profit serving women and children transitioning out of crisis and experiencing housing instability. Lydia's House is known for its thoughtfulness and care extended to clients and employees alike.

- Lydia's House has a growing property portfolio, including a shelter serving six families in crisis, an eight unit affordable housing building with included commercial space, a 4 unit affordable housing building currently in development, as well as staff housing.
- We believe in offering well-tended and beautiful spaces for those in our community in which all can grow towards wholeness.

The Position: We're looking for a Part-Time Property Manager (10 hours per week). The pay is \$20/hour. Compensation is increased in the case of emergency after-hours service calls.

- All employees working 10 hours a week or more start with 3 weeks paid time off annually.
- Staff receive access to staff development funding, as well as \$83 per month in wellness funds to be used for counseling, spiritual direction, and retreats.
- We also provide a flexible scheduling to meet your personal needs.
- Staff has access to Dependent Care Flexible Spending Account, as well as after 2 years of services, retirement contributions.

Requirements:

- High school degree or equivalent
- Proficient computer skills, including Microsoft Excel
- Valid driver's license with a good driving record, as well as insurance and vehicle to complete job tasks
- Pass a pre-employment background screening
- Knowledge of basic residential troubleshooting and routine maintenance
- Ability to recognize when specialized knowledge is needed
- Strong problem solving skills and willingness to learn new skills independently
- Ability to interact with others in a professional and caring manner, including those with mental health challenges and those experiencing homelessness
- Willing to work a flexible schedule to accommodate job requirements
- Experience with landscaping
- CMHA and Section 8/HCV knowledge is a plus
- Requires COVID-19 vaccination upon hire

Responsibilities:

- Complete regular yard maintenance, including beatification, cutting grass, shoveling snow, and raking, at all four properties and the nature playscape
- Complete weekly cleaning of common areas of apartment buildings, including overseeing shared laundry facilities
- Respond to non-emergency tenant maintenance requests, such as changing lightbulbs, tightening fixtures, pest concerns, etc.
- Coordinate and complete routine apartment maintenance, including pest treatment, changing furnace filters, changing smoke detector batteries, etc.
- Take trash cans out and reset weekly at all properties
- Complete unit turnovers, including coordinating with contractors as needed
- Complete lease signings and renewals, under the director of leasing director and resident services
- Assist with lease citations, under the direction of leasing director and resident services
- Assist with CMHA voucher paperwork and monitoring payments, including meeting CMHA inspectors
- Complete apartment inspections on a regular basis
- Take bids and oversee repairs and contractors
- Clean parking lots as needed, ensuring positive curb appeal
- Complement emergency maintenance requests on all Lydia's House owned properties
- Create and manage a routine maintenance schedule at all properties
- Oversee yard and maintenance volunteers