

Housing Families Inc. Job Description

Job Title	Property Coordinator
Hiring Manager	Cheryl Williams
HM Title	Chief Operating Officer
Division	Administration
Location	Malden, MA

ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Teamwork:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Teamwork – We collaborate and celebrate.

PUPROSE/RESPONSIBILITIES:

Purpose

The Property Coordinator is responsible for the oversight of all the housing units that make up the overall housing portfolio of Housing Families. As a key member of the Property team, he/she will support the organization's mission, plans, and operations.

Responsibilities:

- Leads repair and maintenance projects in apartment units in greater Malden/North Shore area.
- Monitors condition of all units including furniture, furnishings, appliances, and building systems through site visits and from reports by staff and landlords.
- Works cooperatively with Housing Families staff in order to ensure the management of the housing programs.
- Conducts regular inspections of all units.
- Liaison with landlords and contractors of all units on a regular basis.
- Conducts inspections of units with landlord when unit transitions from one family to another or any pertinent issues arise.
- Completes inspections with outside agencies when necessary.

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- Orders and sets up appliances, safety equipment and furnishings for rental units.
- Sets up and monitors utility accounts for each unit.
- Reports and performs minor repairs and maintenance in collaboration with the landlords and property management personnel.
- Available to be on call for after-hours facilities/family related emergencies.
- Provides a team leadership role within Property.
- Assist your Property supervisor in the day-to-day operations of the department.
- Assist your Property supervisor in overseeing budgetary, fiscal planning and statistical projections of the Property department.

QUALIFICATIONS / REQUIREMENTS:

Qualifications

- *Experience in Property Management and/or building trades fields required.*
- *Good computer skills and working knowledge of Microsoft Office.*
- *Excellent verbal and written communication skills.*
- *Knowledge of building and facilities systems and procedures. 5+ years experience in an accredited facilities-management position and/or Operations department of a non-profit housing/re-housing program required.*
- *Proven repair and maintenance skill set required.*
- *College degree preferred.*
- *Ability to handle multiple tasks and requests simultaneously.*
- *Experience and familiarity with homelessness issues.*
- *Excellent troubleshooting skills.*
- *Valid Driver's license.*
- *Must be able to dead lift up to 50 pounds or more.*

Eligibility Requirements

- Must be able to pass a CORI/SORI background check
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older

APPLICATIONS/COMPENSATION:

- Interested candidate must submit a resume and cover letter to Cheryl Williams cwilliams@housingfamilies.org