



Building community from the heart

Company Name: PEP Housing
Job Title: Property Management Coordinator
Position Type: Full Time, Non-Exempt
Salary Range: \$22-24/Hour, DOE
Location: Santa Rosa, CA
Website: www.pephousing.org

About the Company

PEP Housing has been building community from the heart since 1978. We build and manage affordable housing for seniors living on fixed, limited incomes. Our residents live independently in a beautiful, safe place while aging with the grace and dignity deserved by all. With 20 properties, over 500 residents and projects under construction, we keep busy!

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (paid vacation and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information, or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.

Position Summary

The Property Management Coordinator is responsible for oversight of the daily operations of the PEP Housing property portfolio. The Property Management Coordinator ensures the operations of the property complies with PEP Housing standards and expectations and completes all reasonable work-related directives given by supervisor and above. The Property Management Coordinator is responsible for ensuring the completion of all property management site-level activities with other departments to ensure duties and responsibilities are met on a regular and consistent basis.

- Follow the application process as established by PEP Housing to meet funding and legal requirements.
- Maintain the properties waitlist in accordance with Federal, State and Local fair housing laws.
- Follow up with waitlist applicants one time per year and purge the list in accordance with fair housing laws.
- Provide the property manager with the top five (5) applicants on the property waitlist and ensure that a qualification file has been started.
- Review tenant applications, perform all necessary verifications, and show available units for move in.
- Help assist the property manager in completing new resident move-ins and move-outs in property management software.
- Promptly and efficiently follow move-in and move-out checklist items, procedures, and policies.
- Provide reports to property supervisor upon request.
- Upon notification of vacancy, schedule remodels with Maintenance Department, if applicable.
- Inspect vacant units, assessing any damage and cost of repairs, arrange turnover repairs, and ensure that vacant units are cleaned and in move-in condition.
- Must maintain the resident notices and letters on the management drive



Building community from the heart

- Maintain office filing system according to PEP Housing guidelines and procedures.
- In case of emergency, alert management and tenants and assist tenants in an orderly evacuation of the property.
- In case of emergency, assist tenants in relocating to a shelter and/or contacting family members or others to arrange a place to stay.
- In case of emergency, once tenants evacuate, secure the property if safe to do so.
- Once the emergency subsides, assist tenants in a safe and orderly return to the property.
- All other duties as assigned.

Education, Skills and Experience:

- Knowledge of California housing laws, including Fair Housing and Landlord and Tenant laws preferred.
- Must have strong written communication skills with the ability to multitask.
- Able to complete complex household income calculations; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Promote harmonious relations among staff, residents, vendors, and persons of the larger community.
- Working knowledge of computer software and systems: Microsoft Windows, Microsoft Office Suite (Word, Excel, Outlook); familiarity with property management software a plus.
- Ability to read and interpret rental agreements, government regulations, and budgets; write effective business correspondence; effectively communicate information and respond to questions from groups and individuals.
- Ability to analyze and interpret technical procedures and instructions and collect data, establish facts, and draw valid conclusions.
- Must be detail oriented, well organized, and able to handle detailed paperwork in a thorough and complete manner.
- Must be a multi-tasker and be flexible, creative and able to remain calm in handling emergency situations.
- Must supply own vehicle, have a valid CA driver's license and automobile insurance.
- Must comply with all applicable rules and regulations of PEP Housing.

Qualified candidates can apply by emailing resumes to sharonr@pephousing.org.

COVID-19 considerations:

PEP Housing requires its employees to be fully vaccinated.