

Hudson River Housing, Inc.
Property Management Volunteer

General Description:

The Property Manager Volunteer is a full-time 40 hours per week position. His/her primary responsibilities are to work closely with and provide clerical support to the property management department which includes; the Leasing Manager and two Property Managers.

Principal Duties:

Rental Management ~

1. Ensure that all tenants of HRH are treated fairly, that the lease and any notices given are explained courteously and completely.
2. Assist in rent calculations assuring that tenants are accurately assessed the correct rental charge based upon their specific program criteria upon move-in and recertification.
3. Assist in ensuring that lease terms are adhered to by tenants, correspond with tenants as appropriate and modify leases as requested.
4. Assist in completing the income certification and recertification process for all applicable tenants while maintaining compliance with all LIHTC and HUD income & family size eligibility requirements
5. Assist in maintenance of accurate & complete tenant files in accordance with LIHTC/HUD and other funding regulations.
6. Assist in tenant eviction process including the accurate preparation of all "Housing in Jeopardy" letters and legal notices.
7. Assist in the move-in and move-out process for tenants. Prepare new move-in paperwork, move-out paperwork and execute leases with tenants as requested.
8. Assist in entering accurate tenant data and statistics into databases such as Quick Books, HMIS, etc.
9. Assist in maintaining waiting lists accurately and ensure that they are regularly purged.
10. Accompany property management staff as requested to assist in unit inspections. Process paperwork as required.
11. Enter work orders as required.
12. Ensure that Fair Housing regulations and all other pertinent laws and compliance requirements are met and strictly adhered to by all staff.
13. Work with the Property Managers to update the tenant key boxes.
14. Other duties as assigned.

Qualifications:

Experience with not-for profit/affordable housing preferred. Must be able to work with a diverse population, be friendly, courteous, professional, organized and able to multi-task. Must be a self-starter and willing to work as part of a team. Must have excellent communication skills (both written and verbal). Must have a proficient knowledge of Microsoft Office and Quickbooks. Fund EZ, HMIS and FHA software knowledge a plus.

Revised 1/12/12