



Junior Affordable Housing Property Manager

Do you have a passion for strengthening communities by helping low-to-moderate-income families to live in a safe and well maintained property? Are you a proud of your work in affordable housing? Do you welcome the challenge of working in an urban environment and improving neighborhoods? If so, we want to talk to you!

At our core, **New Jersey Community Capital (NJCC)** is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment. We are looking for a special person to assist our **Community Asset Preservation Corporation (CAPC)** subsidiary to oversee the management of its scattered-site residential units.

What you'll do

Making affordable, quality housing available to low and moderate income persons is at the very heart of your role, and you'll be a key player in helping us achieve our mission.

You'll help us by:

- Managing the day-to-day Property Management tasks involved with the units managed by CAPC Property Management, LLC.
- Assisting tenants with requests, questions, problems, and complaints.
- Supporting our Asset Management team by quickly collecting required property and financial information.
- Directing and monitoring maintenance staff responses to requests for service and emergency repairs.
- Helping to establish and enforce best-practice procedures for repair requests, maintenance contracts, lease-ups, move-ins, and move-outs.
- Supervising the marketing of vacant units, including coordinating the showings of vacant units.
- Managing income certification process on income restricted units.
- Ensuring all tenants are compliant with federal, local, and program rules and regulations, including:
 - Section 8 vouchers
 - Temporary Rental Assistance (TRA) vouchers
 - State Rental Assistance Program (SRAP) vouchers
 - HOME funds
 - NSP Funds, NEP Funds, and other municipal ordinances.
- Assisting with lease preparations.
- Assisting with collection of overdue rent and eviction process as needed.

- Coordinating with CAPC's Homeownership Manager to identify new tenants and create a potential tenant waitlist.
- Participating in CAPC Team check-ins and preparing weekly reports.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. We'd love to talk to you if you possess the following:

- Be dedicated to helping us create thriving communities across New Jersey.
- High school diploma, an Associate's or Bachelor's degree is preferred.
- Have 1-2 years of work experience, preferably in an office environment.
- Must have basic computer skills; experience in Yardi's **Point2 Property Manager** platform is a plus.
- Must be willing to work weekends.
- Fluente en Español.
- Must have a vehicle to get around.

What else you'll need to know

NJCC and CAPC are all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our [Glassdoor profile](#), www.capcnj.org, and at www.newjerseycommunitycapital.org.

We offer a competitive nonprofit salary based on experience and skills (\$35-50K/annualized), as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. CAPC's office is located at 421 Halsey Street and CAPC Property Management's Office is at 460 Washington Street in Newark's Lincoln Park Neighborhood.

NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter, **salary requirements**, and your résumé to hr@njclcf.com. Please include "**Property Manager – Your Name**" in the email's subject line.