

## Affordable Housing Property Manager

### Help Address Vermont's Housing Crisis!

Downstreet Housing and Community Development is a private, mission-driven, not-for-profit organization dedicated to delivering social justice through the power of housing. We pride ourselves on connecting people to the resources they need to thrive and creating equitable opportunities for everyone in Central Vermont to access safe, healthy homes. Through our work, we strengthen the health and future of our local communities.

#### **We are looking for a Property Manager to join our team - previous Property Management experience not required!**

Downstreet is seeking an enthusiastic and dependable person with strong customer services skills to support resident success in multiple buildings throughout our affordable housing portfolio. This person will help lease housing to low- and middle-income renters and support residents in maintaining stable housing by helping them abide by lease requirements.

#### **Key Responsibilities**

- Develop professional relationships and maintain regular and positive communication with residents, colleagues, and community service partners.
- Respond promptly to resident concerns, complaints, and work order requests.
- Support resident success by enforcing the terms of the lease and intervening immediately when a resident behavior (non-payment of rent, excessive noise, etc.) violates the lease terms and threatens tenancy.
- Mediate resident conflicts.
- Conduct move-in, move-out and periodic inspections of all units.
- Regularly visit sites and ensure proper maintenance and curb appeal.
- Complete all administrative tasks related to the position, including lease violation notices, work order entries, maintaining accurate and organized resident files, etc.
- Participate in Property Management team meetings, staff meetings, and Downstreet team events.

#### **Experience and Education**

- Two years of college and two years of customer service or social service experience, or an equivalent combination of education, employment, and life experience
- Competent in Microsoft Office Suite and ability to learn relevant property management and other Downstreet software
- Ability to independently manage priorities and deadlines and ability to manage confidential information
- Strong written and verbal communication skills, active listening skills and problem-solving abilities
- Commitment to equity and inclusion and social and economic justice
- Valid Vermont Driver's License, personal vehicle, and ability to travel between housing sites

#### **Physical Requirements**

- Prolonged periods sitting at a desk and working at a computer
- Ability to inspect properties including basements and living units with stairs
- Must be able to lift 25 pounds at a time

Downstreet is strongest when we have a team that represents a variety of backgrounds, perspectives, and skills. We know that the more inclusive we are, the better our work will be. We are an equal employment opportunity employer, and all qualified applicants, regardless of race, color, ancestry, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, disability, or Veteran status are encouraged to apply.

Job Type: Full-time  
Salary: \$40,000 - \$44,000 per year  
Benefits: Competitive benefits package including 403B match, health and dental insurance, paid holidays, paid time off, life insurance, short-term disability

To apply, [please visit this link](#) to submit a cover letter and resume.