

## Compliance & Occupancy Coordinator

### 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 Compliance and Occupancy Coordinator to join our team!** Downstreet is seeking a detail-oriented and dependable person with strong organizational skills to provide administrative support to Downstreet's compliance department.

#### Key Responsibilities

- Receives and enters all rental applications into software, ensures applications are complete, follows-up with applicants and/or service agencies to obtain missing items
- Obtains applicant references, obtains credit and criminal reports, and verifies applicant income and asset information
- Processes applications for eligibility and works with applicants to facilitate move-ins
- Conducts mailings and assists with outreach and marketing activities
- Coordinates unit inspections
- Maintains Vacancy Notification List
- Provides coverage for front desk staff as needed
- Other duties as assigned

#### Experience and Education

- Associates degree or two years of college 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.