

Assistant Property Manager - VC

St. Vincent's is seeking a part-time (20 hours per week), Assistant Property Manager for its independent Senior living facility. The responsibilities of this position include assisting the Property Manager with all duties related to processing tenant applications including marketing the property, accepting and receiving applications, qualifying applicants by checking credit and criminal background, previous landlord and other references, verifying income, maintaining a waiting list, showing apartments and reviewing lease contracts with tenants. Additional responsibilities include annual re-certification of tenants as well as enforcing leases, addendums, house rules, etc.; reviewing and preparing for audits; collecting rents, posting to database, making bank deposits and maintaining tenant and unit files in accordance with regulations and within a timely manner; assisting with periodic inspections; preparing various weekly and monthly reports as required; working within the approved operating budget; processing work orders by notifying maintenance staff, landscape staff or an outside provider as instructed of needed repairs; tracking preventive maintenance; processing purchase requests and approval forms; checking community spaces, grounds, mailboxes and parking areas for cleanliness and safety on a daily basis; maintaining control of keys for apartments and common areas; and assisting tenants with lockouts. This position reports directly to the Vice President of Housing.

Required Qualifications:

- Must demonstrate personal identity with and commitment to the mission, vision, and values of St. Vincent's.
- Associates Degree preferred.
- Minimum of one year of experience in working with rental housing properties or administrative office environment.
- Excellent written, organizational, and communication skills. Able to work as an effective member of a team and in collaborative manner with staff, peers, and supervisor.
- Knowledge or experience utilizing property management software and information systems, including modems. Yardi experience is desirable.
- HUD EXPERIENCE IS A REQUIREMENT
- Must have excellent computer skills, including Excel and Word.
- Excellent skills in writing, editing, transcription, and word processing.
- Ability to manage multiple assignments and projects independently and simultaneously in an organized fashion. Is conscientious in follow-through in job responsibilities and has the ability to be a self-starter and meet deadlines.
- Maintains high level of confidentiality.
- Manner of dress is always professional.
- Willingness to travel occasionally and attend night meetings.

Compensation depends on experience. Benefits eligible position.

Please submit your Cover Letter and Resume to Human Resources via this job posting, or fax to (805) 967-7508. EOE.

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858. For more information, please visit our website at <http://www.stvincents-sb.org>