



JOB DESCRIPTION

Assistant Property Manager – Villa Caridad

PURPOSE:

The Assistant Property Manager at Villa Caridad is responsible for assisting the Property Manager with all duties related to management and operation of this independent Senior living facility. Responsibilities include processing Resident 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 waiting list, showing apartments, reviewing lease contracts with Residents and annual recertification for Residents.

JOB 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.
- Knowledge of HUD 202 PRAC project accounting and management regulations, regulatory agreements, and compliance requirements preferred.
- 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. RealPage experience is desirable.
- 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.

Excellent Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership
- Paid Holidays - 12 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- Generous Preschool Enrollment Discount at our Center
- Education Reimbursement up to \$1,000 per quarter/semester
- Job Signing Bonus - 5% of Annual Salary
- Referral Bonus - \$500 per Successful Job Referral
- Transportation Benefit - Paid Mileage to and from Work from Home

TO APPLY: Please submit a cover letter and resume by responding to this post.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <http://stvincents-sb.org/>.