



## **JOB OPENING: Property Manager**

**Application Deadline: September 1st, 2018**

**Organization:** Community Forge

**Mission Statement:** "Grow an inclusive Community Space dedicated to creating opportunities for Wilkinsburg by supporting small businesses, promoting learning, contributing to neighborhood wellbeing, and cultivating regional partnerships."

**Website:** [www.forge.community](http://www.forge.community)

**Description:** Community Forge is seeking an experienced property manager to join our team! Our organization is working to transform the retired 100-year-old Johnston Elementary School building in Wilkinsburg, PA back into a neighborhood asset. Since reopening the building in January of 2018 we now have 21 Small Business Tenants, 5 After School Programs, and host 1-2 Events per week. Although we've been an entirely volunteer organization up until this point, Community Forge is now looking to hire its first full time employee: a Property Manager. If you believe you have the skills and passion to help us care for and grow our building and grounds, while working kindly with our various Tenants, Programs, Events, and Community Partners - we want to hear from you!

**Commitment:** Full-Time, 40+ Hours Per Week, Flexible Schedule

**Salary Range:** \$30,000-\$35,000 Per Year, Salaried.

**To Apply:** Please email a Cover Letter and Resume to [Hello@Forge.Community](mailto:Hello@Forge.Community) or mail your application materials to:

*Community Forge*

*ATTN: Property Manager Job*

*1256 Franklin Avenue, Pittsburgh, PA 15208*

### **Essential Functions:**

- Act as the primary caretaker for the property
- Act as the defacto "Person To Ask," responding to individual inquiries and directing community members to the right people and places within the organization
- Open/Close Community Forge (along with 1-2 additional Staff to achieve full week coverage)
- Clean the facilities
- Collect and distribute mail
- Provide access to Community Forge as requested
- Answer the door and maintain office hours
- Order and stock building supplies
- Maintain the infrastructure of the building
- Meet with vendors and contractors
- Handle Potential Event and Tenant Walkthroughs
- Fix small items as they break or malfunction and assist with moderate renovations
- Upkeep the Outdoors / Grounds
- Perform other duties as required

### **Qualifications:**

- 3+ Years experience in Property Management, Community Development, or related work
- Excellent verbal and written skills
- Excellent customer service skills
- Construction or Renovation experience preferred
- Knowledge of Microsoft Office and G-Suite preferred
- Preference will be given to Wilkinsburg Residents

**Our Employment Values:** Community Forge is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.