

Harwich Ecumenical Council for Housing (HECH), a 501(c)3 charitable organization, is now accepting resumes for a part-time Affordable Housing Manager to oversee operations and compliance of 46 affordable housing units. Responsibilities include processing applications, maintenance of waiting lists, determination of income and eligibility for affordable housing programs, tenant re-certification, housing inspections, collections and overseeing maintenance staff. We are looking for a motivated individual who enjoys becoming involved in a variety of tasks and is committed to HECH's philosophy of providing housing that is affordable to working families in the Cape Cod community.

Minimum required skills to be considered for this position:

- Familiarity with addressing tenant questions and issues as they arise as well as assisting tenants with copies, leases, and rent questions as necessary.
- Understanding of how to effectively maintain a waitlist including meeting with and qualifying applicants, performing move in process and sending out third party verification paperwork.
- Prior work with property maintenance to oversee overall care and maintenance of the properties, including regular maintenance of the properties, rental turnovers, property inspections, management of maintenance staff/subcontractors, and yearly capital improvements.

Applicant must also possess strong customer service and communication skills - verbal and written, marketing skills, and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, particularly Excel and have prior property management experience.

The ideal candidate will also possess prior property and compliance management experience specializing in affordable housing; HUD policies and procedures, recertification process, marketing, maintenance staff supervision, budgeting, regulatory reporting, etc., with an emphasis on resident relations and retention. Additional desired skills for the ideal candidate include:

- Three to five years multi-unit property management and compliance experience, working knowledge of affordable housing programs and regulatory reporting policies and procedures.
- Experience with the income certification process to assess tenant eligibility for affordable housing or rental assistance including annual recertification of tenants to assess eligibility for continued subsidized housing.
- Knowledge of HUD and federal management affordable housing standards.

For more information on this position or interested candidates please send resume with references to [kim@hech.org](mailto:kim@hech.org), no phone calls please. HECH is an equal opportunity employer.