

Property Management Specialist II - \$1,500 Sign-on Bonus!

Job Details

Job Type

Full-time

Seattle, WA

Description

Organization Overview

Bellwether Housing was founded in 1980 to create affordable housing for workers in downtown Seattle. After 40 years, Bellwether is the region's largest nonprofit affordable housing provider. Today, we serve over 3,500 residents in 2,100 homes. We serve families, seniors, and young people starting out. We also serve many veterans, immigrants, and workers being paid less than a living wage.

Our housing is near jobs, transit, schools, and community amenities, increasing access to opportunity for our residents. By increasing access to the opportunity and prosperity of the region, our work cultivates a more vibrant and equitable city for all.

Looking forward, Bellwether will continue to integrate our four decades of expertise with new ideas and pioneering development approaches. Bellwether plans to add 2500 new homes to our portfolio by 2025 to meet the huge need for housing in urban King County.

Position Summary

Apply expertise in Bellwether property management operations and Yardi to lead new hire training, department wide trainings and ongoing training support. Perform on boarding and off boarding activities for site offices and regular building audit of systems throughout the portfolio. Provide coverage of designated portfolio when the Portfolio Manager is out on planned leave.

All candidates that move to the final interview in the process must pass a comprehensive criminal background check and employment verification prior to employment with Bellwether Housing.

Any internal candidate that is selected for this position will be subject to a 90-probationary period regardless of previous role at Bellwether.

Essential Job Duties

Site Manager Training and Support:

- Direct and coordinate cross-departmental training for new employees that encompasses all areas of site employee responsibilities.
- Provide follow-up training to individual site staff, as requested by Portfolio Managers.
- Participate in the Site staff hiring process.
- Take a leadership role in Property Management Training Conferences (PMTCs) and other ongoing training sessions for Site Managers by tracking/scheduling recurring trainings needed

by all Site Managers, helping plan training sessions, and presenting trainings when personal expertise is applicable.

- Prepare site offices for new staff and conduct property orientations ensuring a smooth onboarding for new staff when hired.
- Through annual building and office audit of key systems, parking logs and files and by request of Portfolio Manager, identify issues, provide recommendations on action items needed to get property operating to Bellwether standards, and manage the action plan until goals are met.
- When offboarding staff, perform and compile a current assessment of the property to include, key audit, certification and application status, upcoming inspections, and vendor services.
- Contribute to the lease-up of new properties.

Yardi Software Support:

- Become a superuser Yardi, coordinating and facilitating ongoing training sessions and providing additional support as needed.

Portfolio Manager Coverage:

- Provide Portfolio Manager coverage during planned PTO's, referring personnel issues to Sr PM or DPM, as needed.

Engage and collaborate with Portfolio Manager, Property Management department and other Bellwether departments.

- Partner with Training Marketing Specialist to develop and coordinate annual training plan for PM staff
- Contribute and participate as a team member of the Senior Portfolio Manager's team and Property Management department to troubleshoot problems as they arise and suggest/initiate procedural changes as needed.
- Utilize critical thinking skills to identify and analyze struggling properties and collaborate with Portfolio Managers to develop problem solving strategies to implement to get the property operating to Bellwether Standards.
- Embody Bellwether values of respect, integrity, community, and excellence in your work. Promote a culture of trust, mutual support, and accountability.
- Champion and cultivate an inclusive work environment.
- Maintain confidentiality of applicant and resident information.
- Work together with all Bellwether coworkers to learn effectively from and with each other, and to incorporate the lessons learned.
- Attend trainings and meetings as directed.
- Undertake other duties as assigned.

Work location - Administration Office - South Lake Union
433 Minor Ave N

Seattle, WA 98109

Compensation - This position offers a \$1,500 Sign-on Bonus!

We offer competitive compensation and a comprehensive benefits package including:

- Starting hourly wage \$30.80 - \$34.16 depending on experience
- 24 days of paid time off in the first year of employment (for all employees working over 20 hours per week)
- In honor of Diversity and Inclusion, BW employees receive 10.5 holidays per year to elect of their own choosing. Note: the number of days is prorated the first year of employment based on time of start and average hours worked for non-exempt (hourly) employees.
- 403(b) retirement plan with immediate eligibility for employee contributions and employer matching after 15 months of service
- Health, dental, and vision insurance plans, with FSA / employer-funded HSA
- Long-term disability insurance and employer-paid life insurance
- Commuter benefits
- Professional Development and Job Training Resources
- Flexible / Remote work schedules for some positions

To view our full benefits package, visit www.mybellwetherhousing.com

Requirements

Minimum Requirements

- High school degree or GED
- Minimum of three years' experience as a Site Manager in affordable housing properties with a record of excellent performance
- Proficient in Microsoft Office applications, including Outlook, SharePoint, Teams, Excel, Word, etc.
- Experience working with Yardi software
- Strong property accounting skills
- Excellent written and verbal communication skills. Ability to communicate clearly and concisely, both verbally and in writing
- Highly organized and strong attention to detail, capable of taking personal initiative in a project as needed, making sure all work is completed and of high quality
- Ability to always exercise discretion and confidentiality
- Exceptional customer service aptitude, including problem-solving skills and the ability to respond quickly and tactfully to customer requests
- HUD Section 8 and Low-Income Housing Tax Credit knowledge and experience
- Strong analytical and problem-solving skills
- Collaborative leadership style
- Conversant in local, state, and federal fair housing and landlord/tenant laws

Desired Qualifications

- Minimum of two year's successful experience as a supervisor
- Experience managing HUD Section 8, 202/8, and/or PRAC 811 properties

- Certified Occupancy Specialist (COS), Spectrum Certified Credit Compliance Professional (C3P) or equivalent certifications.
- Experience with Adobe Acrobat Pro software.
- Familiarity with Seattle Housing Authority Project Based and Tenant Based voucher programs

Other Job Requirements

- A willingness to learn about one's own prejudices and biases.
- An ability to work toward equal status relationships with people who are different.
- An ability to question personal assumptions about the skills and competencies of employees who are different.
- A desire to learn as much as possible about how one's own culture is different from others, and how that contributes to a particular way of viewing self and others.
- An ability to take risks in an effort to communicate with people from other cultures.
- An ability to learn from mistakes made in trying to communicate with people of other cultures.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Personal or professional experience in anti-oppression work
- Commitment to anti-racism and dismantling institutional and systemic racism

Here's what we offer you!

We are dedicated to supporting our employees by offering excellent benefits, career progression opportunities and the ability to be a part of our mission!

Generous compensation range with the following benefits & perks:

- Medical, Dental & Vision benefits for you and your family
- Flexible Spending Account/Health Savings Account
- 403(b) retirement plan with employer match after 15 months of service
- Employee Assistance Program
- Employee Referral Bonus
- 24 days of PTO in your first year of employment
- 10 1/2 holidays per year
- ORCA Transit Pass
- Employer Paid Continuing Education \$2500 per year- after 1 year of employment
- Opportunity for growth & promotion
- Being a part of a mission-based organization

Voluntary Benefits:

- Long-term disability
- Flexible Spending & Dependent Care Accounts (FSA)
- Health Savings Accounts (HSA)
- Retirement Plan

To view our full benefits package visit: www.mybellwetherhousing.com *Bellwether Housing is an equal opportunity employer. We will not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We support the Americans with Disabilities Act (ADA) to reasonably accommodate all qualified applicants [and employees] including by providing reasonable accommodations to people with disabilities. Bellwether Housing is dedicated to building a diverse, equitable, and inclusive workplace. We value having employees whose skills, experiences, and backgrounds reflect the populations we serve. We are committed to being an anti-racist organization, while acknowledging we have a long way to go. You can learn more about our DEI work [here](#).*

Any internal candidate that is selected for this position will be subject to a 90-probationary period regardless of the previous role at Bellwether.

Bellwether will ensure that individuals with disabilities are provided reasonable accommodation to perform essential job functions and to receive other benefits and privileges of employment.

Beginning October 25, 2021-based on Bellwether Housing policy, all candidates that move to a final interview in the process, must certify they have received their Covid-19 vaccinations, by sending a copy of vaccine certification to vaxcert@bellwetherhousing.org.

If not vaccinated, candidates that move forward in the process must submit a recent (no more than 72-hours prior) negative Covid-19 test result to vaxtest@bellwetherhousing.org. If the candidate is offered the position and remains unvaccinated, they will be required to submit negative test results every Monday to vaxtest@bellwetherhousing.org.