

**Job Type**

Full-time

**Description**

Site Manager III – Arbora Court -\$1,500 Sign-on Bonus!

Full-time, Non-Exempt

Salary range: \$28.36 to \$31.34 DOE

Seattle, WA • Property Management

**Work Location**

Arbora Court

4750 15th Ave NE, Seattle, WA 98105, USA

**Work Schedule**

Full-time, Monday-Friday/40 hours per week with flexibility to work schedules to accommodate leasing needs, including weekends and evenings.

**Position Summary:**

Oversee all aspects of managing building, promoting a “sense of community” among residents with activities and services, working to solve problems and facilitate a responsible and positive community. Complete leasing and move in tasks in accordance with Bellwether policies. Utilizing property management software, collect rent and monitor resident accounts. Complete initial and ongoing certification of residents as prescribed by Bellwether procedures. Work in collaboration with the Facilities Department to coordinate work orders, preventative maintenance, and unit turnover. Supervise the Assistant Site Manager. Act as liaison to agencies providing referrals and case management to the residents.

**Essential Job Duties:**

- Provide professional, responsive, caring, and knowledgeable interactions with applicants and residents. Always seek to resolve complaints or client concerns, treating all parties in a respectful and helpful manner, regardless of their behavior.
- Collect rents, monitor delinquencies, and assist the Portfolio Manager with eviction procedures, as necessary.
- Perform light cleaning duties as needed including grounds pick-up, vacuuming hallways, and keeping common amenity rooms and lobby areas clean and free of trip hazards.
- Manage all aspects of leasing vacant units including marketing, showing units, and assisting applicants to accurately complete rental applications and provide required supporting documentation.
- In conjunction with the Compliance Department, qualify applicants according to Bellwether’s screening criteria and building-specific income restrictions.
- Conduct annual recertification of resident’s income and overall eligibility to maintain compliance with funder regulatory agreements.
- Supervise and mentor the Assistant Site Manager. Conduct employee reviews per Bellwether’s policies.
- Collaborate with the Facilities Management Department to coordinate work orders, preventative maintenance, and unit turnover work.
- Collaborate with Resident Services team to provide resources and referrals to residents.
- Create a sense of community among residents, coordinating and engaging in regular events.
- Champion and cultivate an inclusive work environment.
- Other duties as assigned.

**Requirements****Minimum Requirements:**

• 3+ year’s prior apartment management or leasing experience. Equivalent education/experience may be substituted for stated requirements.

- 1+ year experience directly supervising staff.
- Proficient in Microsoft Office applications including Word, Excel, and Outlook.
- Excellent written and verbal communication skills. Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to exercise discretion and confidentiality at all times.
- Experience applying fair housing laws and local landlord/tenant laws.
- Customer service aptitude including problem-solving skills and the ability to respond quickly and tactfully to both internal and external customer requests. Positive attitude a must.
- Ability to work independently and as part of a team.
- Dependable, highly motivated, accurate, detail-oriented, and organized individual skilled at meeting deadlines and producing high quality work.
- Experience handling money or performing rent collection.
- Experience working with Yardi property management software or equivalent.

#### **Desired Qualifications:**

- Previous affordable housing compliance experience that demonstrates knowledge of initial and annual certification process, including reviewing and interpreting background screening reports and calculating household income.
- Completion of WSHFC Fundamentals and advanced training workshops.
- Experience with Seattle Housing Authority Section 8 Project and Tenant-Based programs.
- Experience working with Yardi or equivalent property management software.
- Demonstrated ability to build effective partnerships with community constituencies and social service agencies.
- Experience working with social service programs for diverse populations and making referrals as appropriate.
- Prior experience working with a 55 or older population and/or seniors who are aging in place.
- Prior cleaning and light maintenance experience in a work environment
- Bilingual in English/Spanish, English/Tigrinya or English/Amharic.
- Must be able to perform non-repetitive lifting of at least 25 lbs.

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#### **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 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](http://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](mailto: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](mailto: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](mailto:vaxtest@bellwetherhousing.org).**

**Salary Description**

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