

Property Manager

Status: Fulltime, Onsite

Location: Maple Valley, WA.

Pay range: \$23.00 - \$25.00 Hourly Rate

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What You'll Do:

The Property Manager is responsible for coordinating and overseeing the daily property management and resident services functions that support residents' well-being, enhances their quality of life, and increases their opportunities to connect with their neighbors and with their community. This position ensures these functions are carried out in accordance with established internal policies, laws, and other requirements.

This position has a social justice component that requires critical thinking through the lens of racism and intersections with poverty. This position is required to participate in activities that support the organization's mission, including participating in race and social justice trainings and attending Social Justice Accountability Team (SJAT) meetings. Knowing the core principles of antiracism and grounding those principles in everyday work are required job skills and core values.

As an equal opportunity employer, we highly encourage people of color to apply.

Minimum Qualifications:

- Identify, develop, and maintain community service referral partnerships and resources that support residents in achieving their objectives.
- Monitor rent collections to ensure resident rent is being paid in a timely manner.
- Assist with budget creation and ensure program expenditures are within approved budget and detailed review on vendor invoices.
- Ensure resident files are current, accurate and easily understood.
- Strong understanding of all compliance within Tax Credit, Fair Housing and Landlord Tenant laws/regulations

Benefits:

Excellent benefits package including medical insurance, retirement plan, plus generous vacation, holiday, and sick leave plans. Typically, after two years of employment, employees are eligible to participate in the YWCA Retirement Fund with a 14% contribution.

Apply and learn more:

To learn more about this position, please contact us:

careers@ywcaworks.org

<https://jobs.lever.co/ywcaworks>

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