**JOB TITLE**  
Assistant Resident Manager I

**JOB ID**  
18639

**OPEN DATE**  
04/15/2020

**LOCATION**  
Morgan Hill

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$18.27 - $DOE</td>
<td>Monday-Saturday</td>
<td>Varies</td>
<td>Drug Screen, Background Check</td>
<td>High School Diploma/GED</td>
</tr>
</tbody>
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**JOBS DESCRIPTION**

This position is for a full-time (40 hrs/week) Assistant Resident Manager I to work at Cochrane Village, a 96-unit affordable housing community in Morgan Hill, CA. Candidates must have 1+ years of Tax Credit (Tenant Based Section 8) property management experience and be familiar with recertification process. Yardi Voyager is a plus. Pay is between $18.27/hr to $23.32/hr DOE

**COMPANY OVERVIEW**

EAH Housing has been developing, managing and promoting affordable housing since 1968. We are one of the largest and most respected nonprofit housing development and management organizations in the western United States. With a staff of over 450, EAH develops multi-family communities, manages over 100 properties in California and Hawaii, and plays a leadership role in local, regional and national housing advocacy efforts.

At EAH, we put our core values into action on a daily basis. We recognize that training is a critical investment in the success of our employees and in the continued excellence of EAH. Please visit our website to learn more about our culture and read employee comments to learn more about what it would be like to work at EAH.

For immediate consideration please apply to requisition ASSIS02116 on our website at www.eahhousing.org/careers

**POSITION OVERVIEW**

The Assistant Resident Manager is responsible for assisting the Property Manager in operation of the site to ensure effective fiscal, physical and social soundness. The Assistant Property Manager takes initiative to seek solutions to problems unique to the complex and assist with employee supervision in a manner requiring minimal supervision from the Property Manager.

**RESPONSIBILITIES**

- Assists with Collecting Rent, Bank Deposits, Preparing and Submitting Rent Roll and Income Verification
- Monitors Work Orders and Walks the grounds Daily
- Answers Telephone, Files, Prepares Correspondence
- Assist Residents with Questions or Problems
- Assists with Evictions, Annual Inspections and Repairs
- Assist with Re-certifications; Resident Notification, Setting up Appointments, Tracking

**3 TO 5 KEY SKILL SETS REQUIRED**

**QUALIFICATIONS**

- 1+ Year of Affordable Housing Property Management Experience
- Knowledge of HUD, TCAC, DFEH and ADA Guidelines
- Skilled in Problem Solving and Resident Relations
Strong Computer and Phone Skills

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have receive such an offer, you will be required to submit and pass our criminal background requirements. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

BENEFITS

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with company match. We also offer a generous vacation accrual, holiday schedule and work schedule flexibility.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

Qualifications Behaviors Preferred

Team Player: Works well as a member of a group
Functional Expert: Considered a thought leader on a subject
Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well
Dedicated: Devoted to a task or purpose with loyalty or integrity

Motivations Preferred

Self- Starter: Inspired to perform without outside help
Goal Completion: Inspired to perform well by the completion of tasks

Education Required

High School or better.