



## Bilingual Assistant Property Manager Job Description

**Wages: \$20/hr**

**Hours/Week: 20hr over 5 days a week**

**Application Deadline: December 14, 2020 by 5pm**

**Are you ready to develop your property management skills and help empower communities?**

**Is mission-driven property management calling you?**

Durham Community Land Trustees (DCLT) is seeking a bilingual (Spanish) candidate with an interest in property management and affordable housing. The ideal candidate will have at least one year of property administration or real estate experience and commitment to working with diverse communities. Under the supervision of the Senior Manager of Property & Sales, the assistant property manager will assist in managing scattered site rental units (apartments and single-family homes).

### **About Durham Community Land Trustees (DCLT)**

DCLT is a community land trust that builds strong communities by developing, managing, and advocating for permanent affordable housing that offers Durham residents with low and moderate incomes a stable foundation for achieving economic security. A community land trust is a nonprofit organization that sells homes and retains ownership of the underlying land, ensuring the future affordability of housing in perpetuity. For over 30 years, DCLT has used the community land trust model to curb displacement.

### **Role Expectations**

The Assistant Property Manager should be a highly-organized, hands-on administrator with the ability to communicate easily with our diverse residents. The candidate is expected to assist with the daily management of the portfolio and utilize all methods of communication (in-person, phone, email, etc.). Time will be spent with in-office work, property inspections and record keeping, on-property, and working closely with the entire property team to further DCLT's culture of service.

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### Essential Functions

- Maintain property accounting and reporting including but not limited to: collecting and posting rent, financial and leasing reports, month end, etc.
- Oversee application intake, assist with leasing, renewals, and resident notification.
- Be the Sr. Property Manager's right hand person regarding property operations.
- Manage various tasks using strong administration skills such as managing lease files, verifying income verification's as required for HUD programs, updating necessary paperwork and computer systems etc.
- Work closely with all members of the property management and maintenance team.

### Responsibilities

- Work with the Property Manager to oversee all daily operations of residential properties, from tenant management to recertification and tenant lease renewal.
- Identify and screen applicants for rental properties
- Ensure lease agreement documents are current, accurate, and in compliance.
- Assist with collections of rents and manage court/legal proceedings.
- Manage resident compliance with property rules & regulations.
- Insure maintenance and turnover of rental units.
- Work closely with Accounts Payable with expenses and budgets.
- Work closely with operational and maintenance staff.
- Work with vendors and contractors
- Perform other duties as assigned by Executive Director

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### Candidate Qualifications

- Bilingual English-Spanish: ability to speak, read and write in Spanish and work with monolingual Spanish residents.
- Knowledge of federal regulations governing rental and homeownership (i.e. section 8, HOME, LIHTC, etc.).
- Working knowledge of an automated property management system.
- Extensive knowledge of Microsoft Office products.
- Excellent writing and communication skills.
- Ability to work independently and efficiently to accomplish goals by established deadline.
- Valid Driver's License required.
- Manage multiple tasks simultaneously.
- College degree preferred, but not required.
- Real Estate License preferred, not required.

### Hours, Salary and Benefits:

Position works 20 hours a week within a 5-day work week. Compensation of \$20/hour.  
Potential to grow from part-time to full-time.

### How to Apply

To apply send your resume with cover letter to:

Email: [info@dclt.org](mailto:info@dclt.org) or Fax: 919-489-3974

Deadline for applying – December 14, 2020 @ 5:00PM. Position Open Until filled.

NO PHONE CALLS PLEASE