

JOB ANNOUNCEMENT

POSITION: Occupancy/Compliance Specialist, Full-time

SALARY: D.O.E. + full benefits

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, affordable housing program compliance, maintenance and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

DESCRIPTION OF DUTIES: Provides technical support to CMC's Property Management Department in complying with applicable affordable housing program regulations and guidelines. This entails carrying out waiting list procedures, applicant screening, maintaining files, leasing, move-in/out paperwork, and assisting with periodic and annual tenant certifications. Conducts systematic file reviews and prepares written summaries of findings. Maintains and utilizes specified forms for all tenant screening, leasing and re-certification procedures. Assists with the proper application of various Resident Selection Criteria, Rent-Ups, weekly vacancy reports and listings of available housing opportunities.

QUALIFICATIONS:

Experience with low-income housing program compliance, especially HUD and Tax Credit programs; Certified Occupancy Specialist preferred.

Demonstrated good verbal & written communication skills, bilingual preferred

Computer literacy in Microsoft programs, TRACS applications, Yardi a plus

Hands-on property management experience helpful

Ability to be independently productive, efficient, accurate and detail-focused

TO APPLY:

Send resume and letter of interest to:

Caritas Management Corporation
1358 Valencia St.
San Francisco, CA 94110

Or

Email: caritasHR@caritasmanagement.com

EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.