**OFFSITE PROPERTY MANAGER - SALEM**

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

Since 1988, St. Vincent de Paul has developed multi-family housing for low-income families, seniors and people with disabilities. We’ve developed more than 1,600 units so far and operate almost 1,500 of those units. The Offsite Manager performs apartment maintenance and basic office tasks necessary to ensure consistent operation of the affordable housing property. *All waitlist, intake, and leasing paperwork is handled by Property Management, not the Offsite Manager.*

**POSITION TITLE:** Offsite Property Manager - Full Time

Property size/location: Two properties: one 24-unit and one 22-unit property located in Salem

**REPORTS TO:** Portfolio Manager

**POSITION SUMMARY**:

Do you have a passion to serve and build a positive community that residents call home? Serving residents with dignity and professionalism while ensuring integrity at every step of the way is the mission that drives our communities and residents’ success. Our property management team is growing and values the excellence of our team members.

The Offsite Property Manager will work alongside their Portfolio Manager and other supportive team members for the success of the properties they oversee. We value our Offsite Management team members and their ability to work collaboratively on tasks to accomplish our mission. The following are a combination of duties, skills, and experience that are part of the Offsite Manager position.

**RESPONSIBILITIES AND DUTIES**:

* Establish and promote a positive community environment.
* Communicate verbally and in writing between peers and supervisors in a clear and professional manner.
* Track and document day-to-day interactions with residents and vendors, and all other pertinent information.
* Walk site daily and monitor for any preventative maintenance needs, trash removal, safety concerns, landscaping, or compliance-related items that need addressed.
* Annually inspect resident homes and as needed for maintenance or to address concerns.
* Regularly report to supervisor regarding maintenance tasks, turnovers, major projects, and property related concerns.
* Keep site emergency action plan updated and implement any changes as needed or advised.
* Adhere to Fair Housing Laws, Oregon Landlord Tenant Law, and Saint Vincent de Paul Employee Handbook and training materials.
* Actively participate in finding improvements to the community by building site-specific capital improvement lists and community enhancement lists.
* Solicit multiple estimates for major projects across the community and as directed by portfolio manager and take a proactive approach to maintenance needs across the community.
* Ensure and complete turns in a timely manner (3-7 days).
* Conduct move-in and move-out inspections with tenants.
* Schedule, track, and complete work orders in a timely manner (1-5 days).
* Enforce the apartment Lease Agreement, the Rules and Regulations and the established policies and procedures.
* Post notice(s) and generate letters to the community as needed.
* Investigate complaints and document findings.
* Know how to locate SDS information in community procedural handbook or online for the community and follow OSHA regulations and SVdP Safety Policies.
* Prioritize and organize tasks to ensure timely completion and response to residents and team members.
* Work alongside Resident Service Coordinators for resident retention events and the supportive needs of the community.
* Data entry ranging but not limited to inputting resident information and maintenance tracking for the community.
* Respond to after-hour emergency calls when they arise and communicate with proper team members for further assistance when needed.

**SKILLS AND REQUIREMENTS:**

* Outlook, OneDrive, Excel, Word, Teams, Zoom, and any other related software for performing weekly administrative tasks.
* Pass background screening
* Lift, carry, pull or push 25 lbs.
* Communicate clearly and effectively with others in writing and verbally.

**DESIRED EXPERIENCE**:

* 1 year of Property Management experience as a manager, maintenance, or mix.
* Experience in Yardi Voyager, Tenant Tech, or similar Property Management software preferred.
* Knowledge of HOME, LIHTC, and Affordable Housing property management tools.

**WAGE:** $19.00 per hour.

**BENEFITS:**

* Dental insurance
* Employee assistance program
* Employee discount
* Health insurance
* Paid time off
* Vision insurance

**HOW TO APPLY:**

**If you feel you are qualified and want to apply for this position submit a St. Vincent de Paul application at** [**http://apply.svdp.us/**](http://apply.svdp.us/)

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.