



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Community Manager (Plaza Roberto Maestas/ECR/Patio)

FLSA Status: FULL TIME, Exempt

Department: Housing & Economic Development

Reports to: Housing & Economic Development Director

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Manages all operations of residential sections of Plaza Roberto Maestas, El Patio Apartments, and ECR property to ensure the property is operating in an efficient manner. The Community Manager is responsible for the daily operation of the project, including overseeing the preparation of vacant units for rent, overseeing repair, maintenance requests from tenants, grounds up-keep, and repair and cleaning of common area community rooms, laundry rooms, and parking areas. Other administrative duties include initial, annual, and interim certifications of income. Receives rent and insures all elements of Plaza Roberto Maestas function collaboratively between residential, commercial, childcare, and office condominiums. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS:

- B.A. Degree in related field.
- Bilingual Spanish/English both written and oral fluency.
- Supervisory experience.

Additional Preferences and Responsibilities:

- Property management experience preferred.
- Prior experience with Tax Credit (LIHTC)/HUD properties preferred.

ESSENTIAL FUNCTIONS:

- Operates the property within the financial guidelines (the budget), established by the property manager and owner.
- Supervises Community Manager Assistant (PRM), Resident Services Staff, ECR/El Patio Assistant Property Manager, Maintenance Technician/Groundskeeper, Maintenance Coordinator/Porter.
- Conducts regular, periodic physical inspections of the property.
- Coordinates maintenance work orders submitted by residents and insures completion; efficiently prepare vacant units for leasing, oversees clean grounds on a daily basis;
- Communicates and schedules work with vendors and contractors as needed.
- Responsible for thorough knowledge and implementation of all policies and procedures, including Tax Credit, or other regulations for occupancy and income certification, as applicable.

- Ensures all work performed on the property is conducted in safe and efficient manner.
- Ensures professional appearance and positive attitude at all times.
- Maintains interest list.
- Ensures all rents are collected, timely bank deposits are made, and legal filings are completed with appropriate documentation.
- Ensures property units are leased in a timely manner and at an acceptable capacity.
- Works with Housing & Economic Development Director to meet asset management goals.
- Completes all inspections and deadlines on organizational matrix.
- Ensures that all residents' requests or complaints are responded to in a timely, efficient, and courteous manner.
- Responds to all emergency or non-emergency situations that occur on property over a 24-hour period.
- Meets weekly with Third Party Property Management Company.
- Prepares and completes all reports required by Management Company, funders, and/or owner.
- Treats all employees and residents in a courteous manner at all times.
- Becomes familiar with and behaves in a manner consistent and in compliance with the Fair Housing Act and Discrimination Laws of Washington State.
- Completes initial, annual, and interim income certifications in accordance with company policy and procedures, and Tax Credit, and other regulations, as applicable.
- Coordinates and conducts monthly tenant meetings at PRM and El Patio to as part of community engagement.
- Participates in monthly ECR/El Patio board meetings, and completes a monthly board reports.
- Supports organizations mission, civil rights and social justice work.
- Performs other related duties as assigned by the Housing & Economic Development Director.

SKILLS/TECHNICAL KNOWLEDGE:

- Strong computer skills in Microsoft Office Suite.
- Strong organizational and interpersonal skills.
- Must have work experience in an office environment and adhere to office protocol.
- Excellent oral and written communication skills, problem-solving abilities and proofreading skills.

WORKING CONDITIONS:

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel.

- This Position is remote work eligible: Hybrid Schedule 4 days in office, 1-day work from home 8 hours per day M-F. May require flexibility to work weekend hours on occasion. El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.



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PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- List additional physical requirements here
- General office environment. Frequently required to sit, stand, walk, talk, hear, see, use hands and fingers to handle, and reach. Works in a general office environment a minimum of 40 hours per week.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021