



Property Manager

Full-Time M-F 40 hrs/wk | Non-Exempt | Reports to Property Supervisor

Position Summary: Under the direction of the Property Supervisor, the Property Manager is responsible for the overall operation of the property and the day-to-day implementation of those policies, procedures and programs that will assure a well-managed, well-maintained building within established management operating and fiscal policies, as well as ensuring compliance with all regulatory agencies and investors. This includes developing within the property a supportive environment for all residents, managing onsite staff and their duties and interacting with and supervising vendors/contractors.

Location: This position will work at one or more SAHA properties in Berkeley or Oakland. Details will be provided if selected and contacted for a phone screening. Note – due to COVID-19, Property Managers are currently working hybrid schedules, working some days on site and some remotely (from home).

Compensation: The salary range for this position begins at \$60,000 annually (\$28.8462 hourly). Starting pay rates depend on candidate experience, skill, education, comparisons to current staff, and the needs of the specific position hired for.

Benefits/Perks: SAHA is proud to offer our employees a comprehensive benefits package and work/life balance. Please visit our online career center for more information.

Education and/or Experience Requirements:

- Minimum one year of supervisory experience is required. Relevant informal supervisory or leadership experience may satisfy this requirement.
- Affordable housing and/or property management experience is strongly preferred.
- Experience or knowledge of affordable housing programs is strongly preferred (e.g. Tax Credit, HUD, and Section 8).

HOW TO APPLY

Interested and qualified individuals can review complete Job Descriptions, detailed Benefits information, and apply online by visiting the [SAHA Career Center](#).

A Resume and Cover Letter is required for all applications

Satellite Affordable Housing Associates is an Equal Opportunity Employer