



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai`i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
13 paid holidays
Flexible Start Times (REM Onsite Positions)

We take care of our employees.

Competitive Salaries
403b Retirement Plan with 5% company match
Employee Wellness Program
Comprehensive Medical Insurance Plans
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH University, an in-house training program

Position is for a full-time Assistant Property Supervisor to supervise a portfolio in the North Bay region. Position requires a high level of organization, efficiency, knowledge of TCAC and affordable housing programs and ability to interface well with applicants and market units without subsidy. Must have a current California real estate license or be able to obtain within 9 months of hire. Salary range: \$77,600 - \$120,000 per year; hiring range for new employees is generally \$77,600 - \$98,500 per year, DOE. Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

For immediate consideration, please apply to requisition ASSIS003955 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

Assists Property Supervisor in overseeing the physical, operational and social aspects of a portfolio of properties. This includes the supervision of on-site staff, the review, explanation and reporting of financial reports to the supervisor, partners, and outside agencies. Also included are all other written reports required by the supervisor, partners, and outside agencies. Develops and ensures adherence to operating procedures and Traffic Light Reports, and recommends appropriate policies that support EAH's strategic direction and plans. Understands and supports EAH's mission and core values.

RESPONSIBILITIES

- Assisting the Property Supervisor, acts as Liaison between site and central office, conducts monthly meetings
- Responsible for file compliance at each property in portfolio, working with on-site staff as necessary to ensure full compliance.
- Responsible for resident satisfaction, researches and responds to various resident, owner and/or vendor issues that cannot be delegated to the Property Manager; ensures that fair housing practices are followed in all resident relations
- Responsible for approving all new move-ins and re-certifications, ensuring that on-site staff is using correct and most current leases, house rules, etc.
- Ensures that correspondence, contracts, and other property-related documentation are secured according to company policy
- Responsible for maintaining desired financial benchmarks, monitors and analyzes monthly financials for each property in portfolio
- Responsible for oversight of on-site staff including training, orientation, timesheet approval, performance reviews, salary reviews, and scheduling.
- Conducts site visits a minimum of 2x monthly to each site, responsible for maintaining physical assets

QUALIFICATIONS

- 1+ years of multi-site property management and/or 3+ years of property management
- Knowledge of HUD, TCAC, DFEH and ADA Guidelines and experience interacting with various regulatory agencies
- Ability to Develop and Implement Budgets and Variance Reports
- Strong Supervisory experience

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

DRUG TESTING

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

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