



## **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 holiday per year  
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

This position is for a full-time Office Assistant at Rohlffs, a 355-unit senior affordable housing community in Napa, CA. This is a HUD and Tax Credit property. Qualified candidates will have affordable housing property management experience. Knowledge in LIHTC is preferred. Yardi experience and COS is a plus. Salary range: \$20.00 - \$30.00 per hour; **hiring range for new employees is generally \$20.00 - \$25.00 per hour, 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**

EAH Housing has been developing, managing and promoting affordable housing since 1968. We are one of the largest and most respected nonprofit housing development and management organizations in the western United States. With a staff of over 450, EAH develops multi-family housing, manages over 100 properties in California and Hawaii, and plays a leadership role in local, regional and national housing advocacy efforts.

At EAH, we put our core values into action on a daily basis. We recognize that training is a critical investment in the success of our employees and in the continued excellence of EAH. Please visit our website to learn more about our culture and read employee comments to learn more about what it would be like to work at EAH.

*For immediate consideration please apply to requisition OFFIC003953 on our website at [www.eahhousing.org/careers](http://www.eahhousing.org/careers)*

## **POSITION OVERVIEW**

The Office Assistant assists the Property Manager and other office staff in the operation of the complex to help in assuring effective fiscal, physical and social soundness.

## **RESPONSIBILITIES**

- Collects Rent, Makes Bank Deposits, Prepares and Submits Rent Roll, Verifies Income
- Complies with HUD, TCAC or other regulations
- Answers phone, assists residents and guests as the first point of contact
- Prepares correspondence, maintains neatness of the office, maintains required inventories for the office

## **QUALIFICATIONS**

- 1+ Year of Property Management Experience
- Bi-lingual
- Knowledge of HUD, TCAC, DFEH a Plus
- Able to multi-task in a very busy office environment
- Good phone etiquette

## **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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