



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
- Wellness Program
- Free Employee Medical Insurance
- 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 Assistant Resident Manager I at Miramar Gold, an affordable family housing community in Los Angeles, CA. This is a PSH property. Qualified candidates must have 1+ years of tax-credit experience and Yardi Voyager experience. Must be able to work independently and must be reliable. Bilingual in English and Spanish preferred. Salary range: \$25.20 - \$37.80 per hour; **hiring range for new employees is generally \$25.20-\$31.50 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

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 ASSIS003985 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

The **Assistant Resident Manager** is responsible for assisting the Resident Manager in operation of the site to ensure effective fiscal, physical and social soundness. The Assistant Resident Manager takes initiative to seek solutions to problems unique to the complex and assist with employee supervision in a manner requiring minimal supervision from the Resident Manager.

RESPONSIBILITIES

- Assists with Collecting Rent, Bank Deposits, Preparing and Submitting Rent Roll and Income Verification
- Monitors Work Orders and Walks the grounds Daily
- Answers Telephone, Files, Prepares Correspondence
- Assist Residents with Questions or Problems
- Assists with Evictions, Annual Inspections and Repairs
- Assist with Re-certifications; Resident Notification, Setting up Appointments, Tracking

QUALIFICATIONS

- 1+ Year of Affordable Housing Property Management Experience
- Knowledge of HUD, TCAC, DFEH and ADA Guidelines
- Skilled in Problem Solving and Resident Relations
- Strong Computer and Phone Skills

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