



## **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  
Go 365 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 Resident Manager II with 3-bedroom unit to work at Casa Real, a 180-unit affordable family housing community in San Jose, CA. This is a TCAC Fee managed property. Qualified candidates will have 2+ years of affordable housing property management experience and knowledge in HUD, TCAC, DFEH and ADA guidelines. Must be able to live onsite. Must be able to develop and implement budgets and have tenant relations experience. Bilingual in English and Spanish preferred. ***Valid Drivers License, clean DMV record and reliable transportation are required.*** Salary range: \$68,640 - \$91,157 per year; **hiring range for new employees is generally \$68,640 - \$74,657 per year, DOE.**

## **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](http://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 RESID003966 on our website at [www.eahhousing.org/careers](http://www.eahhousing.org/careers)**

## **POSITION OVERVIEW**

The Resident Manager II is directly responsible for managing the site to ensure effective fiscal, physical and social soundness. The Resident Manager oversees the day to day operations of the property including administrative, facilities and marketing.

## **RESPONSIBILITIES**

- Collects Rent, Makes Bank Deposits, Prepares and Submits Rent Roll, Verifies Income
- Complies with HUD, TCAC or other regulations
- Maintains Waiting List, Prepares and Processes Leases
- Supervises on-site Staff of 3 or more
- Processes Evictions, Conducts Annual Inspections and Coordinates Repairs
- For HUD Properties, submits Vouchers

## **QUALIFICATIONS**

- 2+ Years of Affordable Housing Property Management Experience
- Knowledge of HUD, TCAC, DFEH and ADA Guidelines
- Ability to Develop and Implement Budgets and Variance Reports
- Skills in Resident Problem Solving and Staff Management

## **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