

HOUSING ASSISTANT

Reports to the Director of Housing

Summary of Primary Functions

This position will assist in the rental operations of the Porchlight, Inc. properties, including, but not limited, to the following: checking references of prospective residents, leasing units, distributing keys, depositing funds and maintaining the waiting list data base.

Primary functions

1. Assistant to Director of Housing.
2. Assists in Tenant Relations
3. Assists Office Coordinator with front office duties (answers phone, greet walk-ins, rent collection.)
3. Performs other related duties as may be required or assigned by the Director of Housing.

Qualifications

1. Ability to communicate clearly and effectively, verbally and in writing, with residents and other third party contacts as well as with agency managers, and other office team members.
2. Strong organizational skills.
3. Ability to multi-task and meet critical deadlines.
4. Strong customer service skills.
5. Ability to work with and respect for people from diverse backgrounds and with different value systems in a supportive, non-judgmental manner.
6. High ethical standards.

40 hours per week. Pay based on experience.