



Property Manager Position Available

Management Company: Princeton Community Housing (PCH Development Corp.)

Property Name: Princeton Community Village

Job description: Princeton Community Village in Princeton, NJ is seeking a Property Manager to replace a retiring employee and lead the team at our flagship community. In this position, which begins in March of 2023, you will manage a 264-unit HUD Section 236 property with a NJ Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1 et seq.) overlay.

Responsibilities:

- Ensure compliance with applicable policies and procedures established by the US Dept. of Housing & Urban Development (HUD), NJ Housing Mortgage & Finance Agency (NJHMFA) and NJ Uniform Housing Affordability Controls (NJUHAC).
- Review applications, maintain waiting lists and respond to housing inquiries.
- Perform initial and interim income certifications as needed.
- Administer rent collection.
- Screen applicants and prepare leases for new residents and lease renewals for existing residents. Coordinate move-ins.
- Respond to tenant questions in a timely and helpful manner. Establish rapport with tenants and refer tenants to Social Service Coordinator as appropriate.
- Monitor and review work orders and supervise maintenance superintendent and staff.
- Supervise occupancy specialist, property management assistant and social services coordinator.
- Participate in planning and directing the community's preventative maintenance program, ongoing capital upgrades, apartment turnovers, security, and energy efficiency programs.
- Foster and maintain relationships with colleagues, trustees, local community service organizations and government entities in the greater Princeton area and State of New Jersey.

Required Education/Experience: Minimum of 4 years of relevant experience and increasing responsibilities in multifamily residential property management. Mature skills in Microsoft Office programs and RealPage or other property management software. Demonstrated ability to communicate effectively (orally and in writing) in English.

Preferred Experience: Management of residential leasing tasks, particularly eligibility and certification of applicants and residents for HUD subsidized housing and/or NJ UHAC housing. Successful completion of Certified Professional of Occupancy (CPO) course or successfully complete CPO course within one year of securing a position. Proficiency in written and oral Spanish is a plus.

How to apply: Send cover letter and resume to Edward Truscelli, Exec. Dir. at edward@pchhomes.org. No calls, faxes, or regular mail communication please.

Princeton Community Housing is an equal opportunity employer.