EAST LA COMMUNITY CORPORATION

Job Description

Job Title: Asset and Property management Coordinator
Department: Asset and Property Management
Reports to: Director of Asset & Property Management
FLSA Status: Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 31-year history of ELACC, we have leveraged millions invested through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 3,000 people.

Summary: ELACC seeks an individual passionate about helping others with strong communication, strong organizational skills, and proven experience in achieving thoroughness and accuracy on daily tasks. The Asset & Property Management Coordinator assists in overseeing all administrative, financial, capital and operations aspects of ELACC's housing and commercial portfolio that includes Affordable Properties, Low Income Housing Tax Credit Properties, Permanent Supportive Housing Properties, and Commercial Properties. They will support in managing ELACC's growing portfolio of affordable housing and commercial spaces. Responsibilities include building positive relationships with partners, vendors, clients and staff, support with lease ups, maintaining asset and property management files, and coordinating grievances. They should have experience in affordable housing compliance, data entry, and property accounting. They will represent ELACC and hold the organization's vision, mission, and values in their actions and behaviors. They will maintain working knowledge of organizational and department policies. They will be flexible to support their team in achieving its goals.

The Asset & Property Management Coordinator is an ELACC team member that contributes to several projects and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision.

Duties and Responsibilities:

1. Support by facilitating communications and interactions between internal and external parties, including property managers, vendors, investors, and other partners. Communicate and maintain strong relationships with all parties.*
2. Manage and develop tracking systems that consolidates all data related to each asset. This includes administering the organization's property management software, a centralized database for property and asset management. *
3. Assist Property Management on renting activities and reports and coordinating tenant's meetings.*
4. Maintain and regularly update the Compliance Calendars for reporting requirements, audits and inspections. *

*essential function

5. Recordkeeping & Reporting – support with required and necessary asset and property management reporting. *
6. Ensures proper coordination with other departments to resolve tenant/customer complaints and inquiries.*
7. Maintain the asset management email account and calendar.*
8. Assist creating processes to ensure compliance with the LIHTC program, fair housing, and all affordable housing related programs.*
9. Support and participate in meetings to ensure collaborative work between Service Providers and Property Management.*
10. Assist in the preparation and approval process of property operating budgets.*
11. Conduct regular analysis of operating statements, budgets and other data relating to asset management.*
12. Conduct site visits of all assets (residential & commercial)*
13. Support with monitoring real estate activity and in preparing market analysis, property sale, and lease recommendations.*
14. Prepare event, meeting agenda and minutes, and program.*
15. Prepare correspondence to clients, funders, tenants, and partners (includes handling confidential information).*
16. Other duties as assigned by management.*

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:
To perform this job successfully, an individual should have knowledge of word processing, spreadsheet software's, client management systems, hosting video conference events/meetings, and internet research.

Education/Experience:
High school diploma or general education degree (GED); with equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

1. General knowledge and understanding of affordable housing compliance
2. Experience in multifamily real estate development or property management.
3. Proficiency with Microsoft Excel and Microsoft Word. Ability to read, analyze, and interpret financial reports and legal real estate documents
4. Capacity to handle multiple tasks simultaneously in an organized, efficient, and timely manner and successfully meet project deadlines. Excellent organizational, time management, and problem-solving skills
5. Strong verbal communication skills and clear writing ability
6. Self-starter, able to take initiative, and work independently with little or no supervision
7. Need to work well in a high-pressured environment
8. Ability to exercise discretion and use independent judgement during the course of performing the duties of the position
9. Use of a personal vehicle to travel between worksites and other locations is required
10. Must have and maintain a valid California Driver's License and insurance in good standing
11. Expected to demonstrate superior professional manner, professionalism in interpersonal relations, and work as an effective team member
12. Bilingual: English-Spanish desired.
13. Must be flexible and able to work in a versatile environment, available to work weekends and evenings.
14. Must be able to work in the office (on site) Monday to Friday. **This is not a remote/hybrid position.**
15. Maintains congenial relationships with all residents, is understanding of and sensitive to cultural background, economic status, those with special needs, and adheres to Equal Employment and Equal Housing Opportunity requirements
16. Demonstrates company loyalty and integrity in all financial matters, in reports to supervisors and other management personnel, in relationships with residents and co-workers
17. Ability to interact with a wide variety of people – personnel, residents, local agencies, contractors and owner

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, and walk. The employee must occasionally lift and/or move up to five pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The noise level in the work environment is usually moderate.

Compensation: Pay range: $28.00 - $33.00 hourly, based on qualifications and experience. This is a full-time bargaining member position with a benefits package that includes health, dental, retirement, life and disability insurance. ELACC operates on a 9/8/80 Alternative Workweek Schedule.

ELACC is an Equal Opportunity

Employer Email cover letter and resume to: HR Manager

East LA Community Corporation
Email: jobopportunities@elacc.org www.elacc.org