

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Leasing Coordinator

Reports to: Property and Acquisition Manager

Education Requirement: High School Diploma, some college preferred

Experience Requirement: Minimum of 1 year in a property management

Position is: Exempt, 40 hours per week as required by the organization

Job Summary:

Leasing Coordinator will work closely with the Program department staff to maintain lease agreements, rent collection, and overall lease compliance of all Families Forward owned units. In addition, the Leasing Coordinator will collaborate and provide support to the Property Maintenance, Data Clerk for all Families Forward owned units.

Essential Job Duties:

Property Management (60% of time spent)

- Coordinate turnover and maintenance of all homes owned by Families Forward.
- Conduct monthly walk through for evaluation of exterior maintenance and need for repairs.
- Conduct yearly walk through for evaluation of exterior and interior maintenance for repairs.
- Assist with the execution of grant projects on the homes as requested.
- Maintain appropriate receipts and records as required.
- Complete all certifications and lease signings for all homes owned by Families Forward.
- Maintain property files, including annual income recertification, new tenant leasing packets, property tax exemption filings, CDBG and other Regulatory Agreement requirements.
- Maintain property management software including all data entry and accurate ledger information.
- Coordinate HOA files, notices, and response letters.
- Primary rent collector for all units. Coordinate accuracy and data collection with Finance team to ensure rent payments are received and recorded correctly.
- Provide monthly rent rolls, delinquent reports, vacancy report.
- Process all FF owned Affordable Housing rental interest list postings, document intake, tenant screening and lease ups.

Home Furnishing and Maintenance (20% of time spent)

- Coordinate operations and maintenance of all affordable homes.
- Coordinate the cleaning, refurbishing and maintenance of all units.
- Coordinate any refurbishing and service needs with contractors and vendors for homes and facilities.
- Assist with the execution of grant projects on the homes and other facilities as requested.
- Follow up with property management problems daily with regard to homes.
- Follow up with Housing Resource Specialists on home management problems.
- Monitor vacant properties, including gardening, cleaning and furnishing.
- Maintain appropriate receipts and records as required.

Affordable Housing: (20% of time spent)

- Coordinate the move in and out of all clients with Affordable Housing Supportive Services Coordinator(s), Housing Resource Specialist(s) and Case Manager(s) when applicable.
- Follow up with Supportive Services Coordinator, Housing Resource Specialist, and Case Manager on home management problems.

Additional Qualifications:

- Maintain valid California Driver License and State-mandated Auto Insurance.
- Phone or monthly phone stipend
- The position will field phone calls after hours and weekends as needed.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Key Skills:	Comprehensive Expert with total knowledge; guides others	Advanced Fully trained; req. occasional assistance	Moderate General knowledge but not totally proficient	Basic Trainee with general understanding
Technical/Functional Expertise: Training Skills			Required	
Computer Software: Microsoft Office		Required		
Interpersonal/Communication: Strong verbal & written skills		Required		

Work Environment/Requirements: (time required in terms of an 8 hour workday)

Time each day (**O**ccasionally = 0.5 to 2.0 hours; **F**requently = 2.5 to 4.0 hours; **C**ontinuously = 4.5 or more hours)

Basic Duties	O	F	C
Drive car	O		
Operate forklift			
Ride in car	O		
Travel			
Use telephone		F	
Type or use PC equipment			C
Sit at desk			C
Noise Level			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)		F	
Loud Noise (warehouse, fork trucks, etc.)			
Very Loud Noise (heavy equipment, etc.)			
Work Environment			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			

Basic Functions	O	F	C
Kneel/bend/crouch/crawl/squat	O		
Talk		F	
Hear			C
Climb or balance			
Reach with hands or arms	O		
Reach above shoulder level	O		
Stand or walk		F	
Use hands to finger/handle/feel			
Push/pull	O		
Special Vision Requirement			
Close vision (clear at 20 inches or less)			C
Distance vision (clear at 20 inches or more)			C
Color vision (identify & distinguish colors)			
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			C
Lifting/Carrying			
Up to 25 lbs.	O		
Up to 50 lbs.			
Up to 100 lbs.			
More than 100 lbs.			
Working Hours			
Physical presence during work hours			C
Weekends	O		
Overtime	O		

Manager's Approval

Human Resource's Approval

Employee's Approval

Date

Date

Date