

## **Lynchburg Covenant Fellowship Job Announcement: Property Manager**

Lynchburg Covenant Fellowship, Inc. is seeking a property manager to work with our Housing with a Heart housing programs. Following are the job responsibilities of this position:

- Answer the telephone by the second ring in a friendly and professional manner
- Greet and assist people coming into the office in a friendly and professional manner
- Complete applications with applicants in need of housing
- Process applications utilizing LCF's housing policies and procedures
- Complete move-ins in accordance with LCF policies and procedures
  - prepare all related documents
  - review documents with new resident(s) and obtain signatures on required documents
  - complete inspection and overview of the apartment with new resident(s)
  - email resident's phone number to Allied Security if resident is living in an apartment with emergency pull cords (this is to be done before taking the resident to inspect the apartment at move-in)
- Maintain low number of vacancies in the assigned properties
  - Advertise assigned properties on Craig's List, VA Housing Search.com and network with related human resource organizations
- Complete annual re-certifications for HUD and LIHTC programs to include the timely sending of all of the required notices
- Complete interim re-certifications for HUD program as required
- Prepare legal notices to include 21-30 Day Notices, lease terminations, memos and general correspondence
- Complete home visits of applicants
- Attend required trainings
- Other duties as assigned

Qualified candidates should have at least three years of administrative experience, computer skills, basic math knowledge, the ability to work independently and as a team member and experience working with people from all walks of life. A good working knowledge of Low-Income Housing Tax Credit/HUD rules and regulations and or property management is preferred.

Please email Connie Snavelly, LCF Executive Director, at [connies@lcfhousing.org](mailto:connies@lcfhousing.org) if you are interested in applying for the position.