

Program Compliance and Leasing Specialist

Chicago, IL

Preservation Housing Management (PHM) is a growing company focused on the successful operation of affordable housing communities, including Section 8 and tax credit properties. PHM, which already has nearly 5,000 units in its portfolio, operates in nine states and Washington DC.

PHM is currently seeking a Program Compliance and Leasing Specialist for a 504-unit affordable property in Chicago, Illinois. The ideal applicant will be a bright and dynamic person with practical experience to manage and coordinate resident service duties, activities and available resources. Reporting to the site Property Manager, the Residential Services Coordinator will be responsible for orienting new residents to the housing, connecting residents to appropriate supports, on-site activities and local services, in addition to addressing issues affecting residents' health, finances, tenancy and well-being. The purpose of the program is to promote self sufficiency, community participation, education and vocational development.

Previous experience with government-assisted and subsidized housing programs is preferred but not required. At least 3 years of experience in resident service delivery with families and /or elderly is required. Working knowledge of support services and other resources in the area served by the property. Must possess the ability to advocate, organize, problem-solve and provide results for families and/or elderly. Flexibility, positive attitude, team orientation and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel and Outlook) is a plus, as is familiarity with Yardi software. A Bachelor's Degree, ideally with a focus in human services, social work, community development is required.

Salaries are competitive and commensurate with experience. Benefits are included. Interested applicants should forward their resume and cover letter to resumes@preservationhousing.com. Please indicate "Resident" in the subject line.

PHM is an equal opportunity employer. For more information, visit us at www.poah.org/phm.