**Resident Service Coordinator/ Property Management Assistant**

The Shoreline Corporation is currently hiring for a full-time, on-site position at Blackstone Falls, an affordable housing development for elderly and disabled residents in Central Falls, RI. The position combines the roles of Resident Service Coordinator and Property Management Assistant.

 The Shoreline Corporation is a small property management company headquartered in Cambridge, MA. We manage primarily residential housing units, along with office and other commercial spaces as well. Our residential properties include market units, Section 8 units, and a combination of both. Our Section 8 properties include elderly housing, multi-family, and a combination of both. Because most of our buildings were created as mills in the 19th century, they provide many unique characteristics but additional challenges as well.

 We want our employees to be creative, to achieve and to find enjoyment in their work. Because we are a small employer, everyone is important to our success. We encourage communication with our employees at each location and among our locations. Though the operations at each can differ, we can learn from our mutual experiences.

 We offer a comprehensive benefits package which includes health insurance, dental insurance, life & disability insurance, paid vacation and sick time, 401K with company match and more.

 Kindly submit your resume, cover letter and references when submitting your application via email to [ndrury@blackstonefalls.com](mailto:ndrury@blackstonefalls.com)

 The Shoreline Corporation is an Equal Opportunity Employer.

 Below is a detailed listing of the responsibilities.

**Resident Service Coordinator**

Responsibilities:

· Improve the quality of life within the development.

· Serve as liaison between residents and management.

· Coordinate and implement programs of social, medical, psychological, and rehabilitative services.

· Provide resources in coping with resident problems, interface with residents and their families to resolve problems that may accompany illness or inhibit recovery and rehabilitation.

· Establish appropriate recreational programming and events that promote social interaction.

· Maintain documentation of service provided in a confidential manner.

· Provide crisis intervention and establish programs and activities which will facilitate preventative measures amount the resident population.

**Property Management Assistant**

Responsibilities:

· Assist the Property Manager with her duties in all aspects of the property’s operation.

· Maintain courteous, professional communication with residents, applicants, staff, and others.

· Perform building tours and apartment showings.

· Process rental applications, lease paperwork, and maintain the waiting list.

· Assist with recertifications and move ins.

· Prepare and maintain complete and accurate files.

· Maintain work order system, maintenance inventory, office supply inventory and process accounts payable.

· Assist with apartment inspections.

· Develop the knowledge and ability to answer and interpret compliance questions that relate to HUD Section 8 and Low-Income Housing Tax Credit Programs.

· Develop a complete familiarity with the Property Management web-based software system (Realpage One-Site).

**Experience and Qualifications:**

· High School diploma required.

· Bi-lingual in English and Spanish or Portuguese required.

· Prior Social work experience or similar.

· Previous property management experience with affordable housing programs is a plus but will train.

· Computer savvy, with strong proficiency in Microsoft Office & Microsoft Outlook.

· Maturity and a well-developed sense of discretion and work ethic.

· Ability to work with and understand persons of all ethnic and family backgrounds and be sympathetic to problems of residents.

Job Type: Full-time

Pay: $22.00 - $25.00 per hour

Expected hours: 40 per week

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Flexible spending account
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

Schedule:

* 8 hour shift
* Monday to Friday

Education:

* High school or equivalent (Required)

Language:

* Engligh (Required)
* Spanish or Portuguese (Required)

Ability to Commute:

* Central Falls, RI 02863 (Required)

Work Location: In person

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