



## Certification Clerk

### Description

At CSI we need people with talent, vision and passion like you to continue to grow and spread the news about our unique cooperative style of management. What is the cooperative style of management you ask? The resident members control their communities by voting on all major operating decisions, including writing the annual budget. They serve in elected or appointed positions, vote on co-op elections, CSI board elections, corporate bylaw changes and other matters coming before the members. Our resident members enjoy the benefits of apartment living while retaining control of their environment.

When you join our team as a **Certification Clerk** you will guide our applicants through the income certification process and our resident members through the annual income recertification process to ensure the appropriate rent amount is collected. Your excellent math skills and passion to help seniors will help guide our resident members through the process. Your role is vital to managing vacancy levels.

### Requirements:

Our certification staff comes from a variety of backgrounds. Although housing industry experience is a plus, we will consider candidates from diverse backgrounds. Here's what will help you kick off your career with CSI:

- Excellent math skills
- Respect, passion and commitment for working with seniors
- Certified Occupancy Specialist experience desirable but not required
- Strong communication and organization skills
- Positive attitude
- Detail oriented
- Must be able to lift and transport various materials weighing up to 30 lbs.
- Must pass all sections of the Certified Professional of Occupancy (CPO) certification exam

### Benefits

We value our employees and are committed to your success by offering an extensive benefits package, including medical, dental, vision, 401(k) plan as well as an environment where people can learn and grow with the company.

CSI Support & Development Services is the largest **non-profit** development and property management firm that provides cooperatively managed affordable senior housing in the country. Our company was started with the strong belief the co-op business model meets people's needs better than other business models.

Our award-winning portfolio includes 59 communities in California, Maryland, Massachusetts and Michigan.

Job Location:  
Malden, MA

Send resumes to:  
[maresumes@csi.coop](mailto:maresumes@csi.coop)

[www.csi.coop](http://www.csi.coop)

CSI is an Equal Opportunity Employer

