

Trinity Management, LLC seeks an experienced Enterprise Income Verification (EIV) Coordinator. At Trinity Management, LLC, we pride ourselves in providing exceptional, customer-focused property-management services. Our goal is to aid in the revitalization of communities, enhancing the lives of our residents and neighbors, strengthening local commerce, and fostering opportunities for positive growth. We manage a mixed-income, mixed-use portfolio of vibrant housing communities.

Our EIV Coordinators provide administrative support to the Compliance Manager and ensures that the site is in compliance with EIV administration. Job responsibilities for our EIV Coordinator include, but are not limited to, running income verification for all move-ins, running monthly and quarterly reports, meeting with residents to discuss income discrepancies, and processing recertifications.

A successful candidate must have a strong property management background that includes knowledge of affordable housing and all laws and regulations pertaining to affordable housing and property management. EIV Coordinators are required to be highly organized and proficient with Microsoft Office.

Specific logistical details include, but are not limited to, the following:

- 40 hours per week
- Salary commensurate with experience
- 15 days Paid Time Off

Trinity Management, LLC offers its team members a competitive salary and benefits package that includes medical, dental, 401(k) plan, life insurance, PTO, paid holidays and tuition reimbursement. Trinity Management, LLC is an Equal Opportunity Employer.

Please send resumes to: Cassie Klatskin cklatskin@trinitymanagementcompany.com