

## Avesta Housing

Leasing Specialist – Exeter, NH  
\$17-\$19/hr.

### Company Overview

Avesta Housing is a nonprofit affordable housing provider with over 45 years of experience as a leader in affordable housing development and property management in southern Maine and New Hampshire. Our organization is headquartered in Portland, Maine and currently has 98 properties and 2,700 apartments in its portfolio. We have a mission to improve lives and strengthen communities by promoting and providing quality affordable homes for people in need. We do this by focusing on advocacy, real estate development, property management, senior and assisted living, and home ownership.

### What we're looking for

We need a compassionate, organized Leasing Specialist who can ensure that an assigned portfolio of properties operate efficiently, and in compliance with applicable regulations. Our ideal candidate will share our passion for our mission while exemplifying our four core values of humanity, stewardship, relationships, and quality. This position assists applicants with eligibility determination, property selection, supporting Property Management with administrative functions, and ensures the success of our residents by helping to maintain a safe, quality place for them to live. Experience with Low Income Housing Tax Credit (LIHTC) properties and/or affordable housing for this position is preferred.

### Responsibilities

- Assist applicants with eligibility determination, property selection, and general process guidance and redirecting to available housing options that exist outside of Avesta Housing when necessary.
- Processes income certifications/recertifications for multiple affordable housing programs and updates Yardi database.
- Advertise and market available units in conjunction with Senior Property Manager and the applicable Property Manager(s).
- Ensure all applicant applications are processed within agency timeframes
- Maintain current waitlist for properties, including annual purging per agency policy, tracking, and documentation as necessary. Respond to applicant requests for placement updates.
- Maintain resident confidentiality and good working relationships with residents.
- Provide high level of customer service and ensure resident satisfaction through strong, open communication and follow through.

### Qualifications

- High school diploma or equivalent. College Degree preferred.
- Excellent keyboard skills and proficiency in major office software applications.
- Flexibility to organize and re-prioritize work as business needs shift.
- Superior written and verbal communication skills.
- Excellent judgment and ability to make sound decisions based on information at hand.
- Experience working with disadvantaged populations and familiarity with eligibility determination preferred.
- Understanding of fair housing practices and regulations preferred.

**Benefits:** Excellent benefit package including employer paid health, dental, vision, 401(k) with immediate vested match, flexible spending and dependent care accounts, life, long and short-term disability, paid holidays, and generous earned time. Excellent working environment.

**To Apply:** Send resume to Jenn Riddell, HR Specialist – [jriddell@avestahousing.org](mailto:jriddell@avestahousing.org)