

**Property Management Administrator: The Pine Street Inn**, in Jamaica Plain, is looking for an experienced, full-time Property Management Administrator for Paul Sullivan Housing, Pine Street Inn's congregate affordable housing program. Applicant must have at least five years of experience in property management, a Bachelor's degree, proficiency in Microsoft Office, prior supervisory experience and the ability to travel between locations. Applicant's responsibilities will include, but are not limited to: supervising the program's central administrative support functions, tenant selection, property accounting, and staff support in order to provide access to permanent supportive housing to a diverse group of formerly homeless persons, provide a quality housing program, and maximize revenue from rental income. At Pine Street Inn, we offer our employees a competitive salary and benefits package that includes a 403(b) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid vacation, and confidential employee assistance programs. EOE/Affirmative Action employer. Qualified applicants are encouraged to submit resumes to: [jobs@pinestreetinn.org](mailto:jobs@pinestreetinn.org) or apply and view our other positions at [www.pinestreetinn.org](http://www.pinestreetinn.org).