

Resident Service Coordinator Job Postings

Trinity Management, LLC seeks an experienced Resident Service 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 Resident Service Coordinator supports our mission, vision and values by exhibiting professionalism and a deep respect for residents. Their goal is to build and maintain relationships with residents and foster a community that empowers resident to identify their assets and address their needs. Responsibilities of the Resident Service Coordinator may include, but is not limited to, providing short-term care coordination and referral services for residents in need of assistance, developing directors of community resources, educating residents on service availability, collaborating with community providers to create on-site resident programs, managing a budget and maintaining clear documentation in resident files.

A successful candidate must have a strong property management background that includes resident and community relations. This position requires a candidate who has a thorough understanding of Fair Housing regulations and low-income housing requirements. Being able to foster the Trinity Management, LLC vision in all aspect of the position is also a requirement.

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

- Ability to work nights and weekends
- 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. A full job description can be available upon request.

Resident Service Coordinators in the following locations:

Boston, MA
Lowell, MA
New York, NY
Oxford, MA
East Boston, MA

Resumes can be sent to HR@trinitymanagementcompany.com