



Resident Service Coordinator – Portland, ME
\$17-\$19/hr.

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 more than 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.

As a nonprofit organization, we care deeply about people – those who urgently need safe, affordable housing and those living in the homes we develop and manage. And we care deeply about our employees who work hard to support them. When it comes to our staff, we strive to create strong teams, meaningful career growth, and outstanding work environments.

What we're looking for:

We are currently seeking an experienced Resident Service Coordinator to assist residents in affordable housing developments with services and responsibilities related to tenancy. This position will be assigned a specific portfolio and will be responsible for providing information to tenants, as well as helping tenants and Avesta Housing resolve challenges or difficulties related to occupancy. Resident Service Coordinators work collaboratively with Property Management staff to ensure that properties are managed effectively, efficiently and to Avesta's standards. In addition to handling resident complaints, problems, and requests for assistance, the Resident Service Coordinator will make referrals to social service agencies as needed, provide orientations to new residents, coordinate volunteer and training programs, and communicate with residents on a regular basis. This is an exciting opportunity for the right person to make a difference in the lives of affordable housing tenants by helping them utilize the tools and resources available. Frequent travel to housing locations throughout the portfolio area is required.

Location:

This position will be based out of Portland but will be required to travel within Cumberland County.

Requirements:

- College Degree preferred
- Knowledge of social service agencies and experience work with social service agencies.
- Excellent organizational skills.
- Knowledge of affordable housing programs and resources
- Excellent written and oral communication skills.
- Experience working directly with disadvantaged people.
- Ability to work well independently and as part of a team.
- Travel/reliable means of transportation required.

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: Please send resume to Jenn Riddell, HR Specialist at jriddell@avestahousing.org