

## Certification Manager

### Company Overview and Job Description

At CSI Support & Development we need people with talent, vision and passion like you to continue to grow and spread the news about our unique cooperative style of management. What is the cooperative style of management you ask? The resident members control their communities by voting on all major operating decisions, including writing the annual budget. They serve in elected or appointed positions, vote on co-op elections, CSI board elections, corporate bylaw changes and other matters coming before the membership. Our resident members enjoy the benefits of apartment living while retaining control over their environment.

As our certification manager, you will complete annual, interim and initial certifications for one of our area communities. You will encourage each applicant/new member to utilize the skills they've learned over a lifetime to benefit their neighbors, thereby reinforcing our motto, people working together to help each other. You will maintain EIV records for all 7 of our area properties. Reconciling HAP differences for each property. Complete weekly reports to minimize vacancy and maximize revenue. By supporting the financial health of our cooperative communities, you are creating a healthier cooperative home for the membership.

### Requirements

- ☐ Excellent math skills
- ☐ Excellent verbal and written communication skills
- ☐ Knowledge of HUD/Section 8 housing
- ☐ Experience with Yardi software
- ☐ Proficient in Spanish, Haitian creole **or** Chinese language
- ☐ Ability to multi-task
- ☐ Excellent organizational skills with a high degree of attention to detail
- ☐ Excellent Microsoft Office skills
- ☐ Respect, passion and commitment for working with seniors
- ☐ Positive attitude to motivate those working with you
- ☐ Must be able to lift and transport various materials weighing up to 30lbs
- ☐ Must have reliable transportation, a valid driver's license and insurance

### Benefits

We value our employees and are committed to your success by offering an extensive benefit package, including medical, dental, vision, 401(k) plan as well as an environment where people can learn and grow with the company.

To Apply

Email your resume to [maresumes@csi.coop](mailto:maresumes@csi.coop)

CSI is an Equal Opportunity Employer