



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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Position Title: Community Manager (Plaza Roberto Maestas/ECR/Patio)

FLSA Status: FULL TIME, Exempt

Department: Housing & Economic Development

Reports to: Housing & Business Development Director

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Pay Rate: 72,000. (This position has the option the Community Manager to live on site, and a two-bedroom apartment is provided as part of the overall compensation. The apartment is valued at \$1,500 a month, and salary would be adjusted accordingly.)

### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

Training would be provided by the current Community Manager as they transition out of the position. Manages all operations of residential sections of Plaza Roberto Maestas. Supervises Manager of El Patio Apartments, and ECR property to ensure the property is operating in an efficient manner. The Community Manager is responsible for the daily operation of the project, including overseeing the preparation of vacant units for rent, overseeing repair, maintenance requests from tenants, grounds up-keep, and repair and cleaning of common area community rooms, laundry rooms, and parking areas. Other administrative duties include initial, annual, and interim certifications of income. Receives rent and insures all elements of Plaza Roberto Maestas function collaboratively between residential, commercial, childcare, and office condominiums. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

### ESSENTIAL QUALIFICATIONS:

- Bilingual Spanish/English both written and oral fluency.
- Supervisory experience.

### Additional Preferences and Responsibilities:

- B.A. Degree in related field with two years of relevant work experience or 5 years of property management work experience
- Prior experience with Tax Credit (LIHTC)/HUD properties preferred. *(Not essential, training provided by current Property manager)*

#### ESSENTIAL FUNCTIONS:

- Operates the property within the financial guidelines (the budget), established by the property manager and owner.
- Supervises Community Manager Assistant (PRM), Resident Services Staff, ECR/El Patio Assistant Property Manager.
- Conducts regular, periodic physical inspections of the property.
- Coordinates maintenance work orders submitted by residents and insured completion; efficiently prepare vacant units for leasing, oversees clean grounds daily.
- Communicates and schedules work with vendors and contractors as needed.
- Responsible for thorough knowledge and implementation of all policies and procedures, including Tax Credit, or other regulations for occupancy and income certification, as applicable.
- Ensures all work performed on the property is conducted in safe and efficient manner.
- Always ensures professional appearance and positive attitude.
- Maintains tenant interest list.
- Ensures all rents are collected, timely bank deposits are made, and legal filings are completed with appropriate documentation.
- Ensures property units are leased in a timely manner and at an acceptable capacity.
- Works with Housing & Economic Development Director to meet asset management goals.
- Completes all inspections and deadlines on organizational matrix.
- Ensures that all residents' requests or complaints are responded to in a timely, efficient, and courteous manner.
- Responds to all emergency or non-emergency situations that occur on property over a 24-hour period.
- Meets weekly with Third Party Property Management Company.
- Prepares and completes all reports required by Management Company, funders, and/or owner.
- Always treats all employees and residents in a courteous manner.
- Becomes familiar with and behaves in a manner consistent and in compliance with the Fair Housing Act and Discrimination Laws of Washington State.
- Completes initial, annual, and interim income certifications in accordance with company policy and procedures, and Tax Credit, and other regulations, as applicable.
- Coordinates and conducts monthly tenant meetings at PRM and El Patio to as part of community engagement.
- Participates in monthly ECR/El Patio board meetings and completes a monthly board report.
- Supports organizations mission, civil rights, and social justice work.
- Performs other related duties as assigned by the Housing & Economic Development Director.

#### SKILLS/TECHNICAL KNOWLEDGE:

- Strong computer skills in Microsoft Office Suite.
- Strong organizational and interpersonal skills.
- Must have work experience in an office environment and adhere to office protocol.
- Excellent oral and written communication skills, problem-solving abilities, and proofreading skills.

#### WORKING CONDITIONS:

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel.

- This Position is remote work eligible: Hybrid Schedule 4 days in office, 1-day work from home 8 hours per day M-F. May require flexibility to work weekend hours on occasion. El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

#### PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate telephone, desktop, or laptop computer.
- List additional physical requirements here
- General office environment. Frequently required to sit, stand, walk, talk, hear, see, use hands and fingers to handle, and reach. Works in a general office environment a minimum of 40 hours per week.

#### Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests if the accommodation needed is a reasonable and no undue hardship would result.

#### **El Centro de la Raza offers the following benefits to full-time/part-time staff:**

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participate after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

REV: 02/2023