



## **JOB POSTING**

### **ASSISTANT PROPERTY MANAGER (Baltimore)**

AHC Inc. seeks a dependable self-starter with strong customer service skills for our property in Baltimore.

AHC is a nonprofit developer of affordable housing communities in Virginia, Maryland, and Washington, D.C., and provides social services and education programs to help residents thrive. We hire individuals who want to work in a dynamic, diverse environment and embrace our resident-centric mission.

#### **About the Team**

The AHC Property Management team ensures that the resident homes and facilities are clean, safe, and well maintained. They work together to build positive relationships with prospective and current residents, respond timely to resident complaints and maintenance requests, and ensure that rent payments are received on time.

#### **About the Job**

The Assistant Property Manager works closely with the Property Manager and the Maintenance Team in providing friendly and efficient service to all residents, applicants, AHC staff, and regulators. The Assistant Property Manager supports the day-to-day operations of the property.

#### **Primary Responsibilities:**

- Welcome prospective resident, conduct property viewings, assist in the processing of applications.
- Answer the phones and greet visitors.
- Complete resident requests received by phone and walk-ins, including but not limited to accepting rents, and keying in maintenance requests.
- Maintain records regarding the property and tenant files. Ensure that all documentation, applications, leases and renewals, certifications and recertifications, and required tenant information are properly maintained.
- Process applications for qualified applicants following AHC's resident selection criteria, and using proper application forms. Prepare certifications of income and assets of each new applicant confirming the eligibility of the applicant to occupy the unit, in accordance with the regulatory documents, and federal and state guidelines for the certification of incomes.

- Perform annual recertifications and income verification. Prepare certifications of income and assets of each household member, ensure the eligibility of the resident to occupy the unit, in accordance with regulatory requirements and guidelines.
- Track assignment and return of property keys that have been given to tenants, maintenance technicians, porters, and contractors.
- Assist with annual inspections of each rental unit (occupied and unoccupied).
- Work with internal and external colleagues across departments including resident services, asset and property management.

**Minimum Requirements:**

- At least three years property site management experience;
- Must have HUD & LIHTC experience.
- Associates degree, preferred;
- Knowledge of federal, state, and local housing programs is a plus;
- Excellent oral, written, interpersonal and time management skills;
- Microsoft Office suite skills required.

**Working at AHC**

This position is in our Barclay Greenmount Property in Baltimore.

AHC is committed to promoting Equity in our work. Systemic inequity is a reality. As such, central to our mission is that we address it in whom we hire, how we engage with the community, and with whom we partner. We strive to advance initiatives that promote more equitable access to resources for residents and neighborhoods served by AHC, and we will accelerate our mission by advancing diversity, equity and inclusion among our industry peers and business partners.

**How to Apply:**

For immediate consideration, please email your cover letter and resume to [jobs@ahcinc.org](mailto:jobs@ahcinc.org). Please make sure to submit a cover letter when applying.

Learn more about AHC by visiting our website [www.ahcinc.org](http://www.ahcinc.org).