



JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE:	Activities Coordinator/Assistant Property Manager
REPORTS TO:	Property Manager
EMPLOYMENT STATUS:	Non-Exempt
TIME COMMITMENT:	Full-time
BARGAINING UNIT:	Local Union #1991, IUPAT, AFL-CIO
STARTING SALARY:	\$60,000.00
PROGRAM/FUNDING:	DIGNITY

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

The *Assistant Property Manager* at Dignity Village, a Homekey-funded supportive housing project, supports the Property Manager in overseeing the daily operations of a 2-story, 47-unit facility that houses up to 61 formerly homeless individuals, including youth and individuals with disabilities. The *Assistant Property Manager* ensures the smooth operation of the facility, assists residents, coordinates activities, and contributes to the overall mission of transitioning residents to permanent housing within 24 months.

Essential Functions (Key Duties and Responsibilities):

Resident Relations:

- Assist with the intake and orientation of new residents referred by Alameda County CES.
- Address resident concerns and inquiries promptly and professionally.

- Foster a supportive and respectful community environment.
- Monitor resident compliance with program rules and regulations.

Property Maintenance and Operations:

- Conduct regular inspections of units and common areas to ensure cleanliness, safety, and maintenance standards are met.
- Coordinate routine maintenance and repairs with maintenance staff and contractors.
- Assist in managing community buildings, dining space, meeting rooms, laundry room, and resident storage.
- Ensure compliance with ADA and other accessibility requirements.
- Prepare units for new residents promptly after vacancies, ensuring they meet all safety and cleanliness standards.
- Provide intentional oversight of operations of the property, actively responding to the needs of the property.
- Coordinate activities for residents, working with the resident council to ensure their needs are met.

Administrative Duties:

- Maintain accurate records of resident information, maintenance requests, and other relevant data.
- Assist in the preparation of reports and documentation required by funding sources and regulatory agencies.
- Support the Property Manager in budget management and financial reporting.

Community Engagement:

- Organize and facilitate resident meetings and community-building activities.
- Work collaboratively with case managers, social workers, and other service providers to support resident needs.
- Serve as a liaison between residents and external agencies or service providers.

Safety and Security:

- Ensure the security of the property, including monitoring entry and exit points.
- Respond to emergencies and incidents according to established protocols.
- Maintain a safe environment by addressing any safety hazards promptly.

Property Management:

- Work under the direction and supervision of the BOSS Property Manager.
- Collaborate with BOSS's County-wide Property Management Team to ensure Dignity Village property meets health and safety codes and is maintained in good repair and condition.
- Respond promptly to staff requests to address facility needs and coordinate with outside vendors as needed.
- Assist with activities for residents and work with the resident council to ensure the needs of the residents are met.

Additional Clause

Flexibility and Adaptation: BOSS reserves the right to modify or update job descriptions based on program needs and organizational developments. This flexibility ensures that the organization can respond effectively to changes in the environment, funding requirements, and community needs, ensuring that our programs remain relevant, effective, and aligned with our mission.

Qualifications:

- High school diploma or equivalent; additional education or certification in property management, social work, or a related field is preferred.
- Previous experience in property management, supportive housing, or a related field is highly desirable.
- Strong interpersonal and communication skills.

- Ability to manage multiple tasks and prioritize effectively.
- Knowledge of ADA and other accessibility requirements.
- Proficiency in using property management software G-Suite and Microsoft Office.
- Commitment to the mission of providing supportive housing to formerly homeless individuals.

Physical Requirements:

- Ability to lift or move equipment, furniture, and materials (up to 50 lbs).
- Ability to perform physical activities such as walking, standing, and climbing stairs.

Other expectations:

- Access to a reliable vehicle, insurance, current CA driver's license & good driving record.
- Certification in CPR/First Aid.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

We invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender

identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

hrjobs@self-sufficiency.org