



Onsite Property Manager — Step-Up Housing (Berkeley, CA)

Building Opportunities for Self-Sufficiency (BOSS) is excited to announce a new opportunity for an **Onsite Property Manager** at our Step-Up Housing site in Berkeley, CA. Step-Up Housing is a permanent supportive housing community serving individuals exiting chronic homelessness.

This is an **hourly, non-exempt** position at **\$20 per hour**, with a **private studio apartment and utilities included** as part of the compensation package.

We are seeking a **dedicated, hands-on Property Manager** who is passionate about community-building, supporting vulnerable populations, and ensuring safe and dignified housing environments.

Key Responsibilities:

- Oversee the day-to-day property operations at Step-Up Housing.
- Serve as the main onsite contact for residents, vendors, and BOSS management.
- **Troubleshoot and complete minor repairs and maintenance** to maintain the facility in good working order.
- Work closely with the **HomeStretch** program on tenant assessments, referrals, and tenant selection.
- **Collect tenant rents monthly** and coordinate **annual income verifications** to maintain compliance with program requirements.
- Monitor safety and cleanliness of common areas and grounds; report larger maintenance needs promptly.
- Enforce house rules, conduct inspections, issue tenant notices when necessary, and mediate tenant concerns.
- Coordinate with BOSS's administrative and operations teams.
- Participate in emergency planning, fire drills, and safety procedures.

Qualifications:

- Prior experience in property management, housing operations, or a related field (supportive housing experience preferred).
- Basic handyman skills and ability to complete small repairs.
- Strong organizational and communication skills.
- Ability to work with diverse populations, including formerly homeless individuals.

- Ability to use basic technology tools for documentation and communication (email, record keeping).
- Commitment to the mission and values of BOSS, including equity, inclusion, and Housing First principles.

Compensation:

- **\$20 per hour** (Hourly, Non-Exempt)
- **Private onsite studio apartment provided (with utilities included).**
- Paid training and professional development opportunities.
- Benefits eligibility for part-time employees after the probationary period.

Location:

Step-Up Housing
1367 University Avenue
Berkeley, CA 94702

How to Apply:

Please send your resume and a brief cover letter to hrjobs@self-sufficiency.org with the subject line **“Application: Step-Up Property Manager.”**

BOSS is an Equal Opportunity Employer. We strongly encourage candidates with lived experience in homelessness, mental health challenges, or justice involvement to apply.