



### Job Description

<b>Job title:</b> Property Manager
<b>Reports to:</b> Chief Program Officer
<b>Status of position:</b> Full time - 30 hours a week, may involve nights and/or weekends
<b>Primary Responsibilities:</b> <ul style="list-style-type: none"><li>• Log rents and utility payments</li><li>• Follow up on tenant late fees and reimbursements for damages</li><li>• Communicate with finance team about payments</li><li>• Communicate with Department of Housing and Boulder Housing Partners regarding voucher payments and recertifications</li><li>• Understand and comply with applicable affordable housing standards, submit reports as needed</li><li>• Oversee affordable housing audits as needed</li><li>• Facilitate inspections of units with the state, voucher provider, and city</li><li>• Perform miscellaneous maintenance tasks (e.g. paint, repairs, clearing out units, minor demolition, lock changes, key copies, hole repair, changing smoke/CO alarm, installation of grab bars, fixing garbage disposals, cleaning, etc.)</li><li>• Facilitating contractors to come in and make major repairs (e.g. carpet installation, tile installation, electrical panel replacement...)</li><li>• Communicate with tenants about issues and lease violations</li><li>• Apply for rental license renewal</li><li>• Work with case managers from All Roads and MHP to resolve issues with tenants</li><li>• Prepare lease documents and explain lease to tenants</li><li>• Resolve disputes between tenants and other tenants in the program, tenants and neighbors, tenants and the HOA, tenants and the community at large, tenants and police, tenants and yourself</li><li>• Post notices, warning letters, and perform evictions for non-compliant tenants</li><li>• Review and vet applications to units</li><li>• Proactively seek creative solutions to complex problems where there is often little to no precedent</li><li>• Communicate relevant information and updates to All Roads leadership</li><li>• Maintain professional, safe boundaries in all interactions</li><li>• Understand and uphold boundaries while maintaining a trauma-informed approach</li></ul>

- Advocate for vulnerable people while maintaining awareness of bureaucratic requirements, including requirements for housing
- Develop and maintain collaborative working-relationships with other organizations, HOAs, and the community at large
- Embrace the organization's mission while upholding its core values: Treating all with dignity, achieving results through competence and creativity, offering support and opportunity, and practicing responsible stewardship

**Qualifications:**

- Willingness and ability to communicate effectively across diverse populations.
- Ability to balance the needs of structure-averse client populations with highly-structured management populations.
- Previous property management experience strongly preferred.
- Attention to detail and ability to work with minimal supervision.
- Working knowledge of MS Word, Excel, MS Outlook preferred.

**Requirements:**

- Ability to walk, climb, stoop, kneel, and otherwise move to areas where people experiencing homelessness may habituate; ability to carry up to 50 pounds; ability to communicate with wide variety of individuals experiencing homelessness, including those who may experience mental health and/or substance use challenges.
- Driver's license with good record required.

**Compensation:** \$26 - \$28, depending on experience and qualifications  
Comprehensive benefits package that includes: health, dental, life, disability insurance, retirement plan, paid time off, and a subsidized Eco Pass.

Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.

To apply: send cover letter and resume to Meagan Randall, [meagan@allroadsboco.org](mailto:meagan@allroadsboco.org)

All Roads is an Equal Opportunity Employer