

Position: Asset Management Coordinator

Location: Lower East Side/hybrid

Department: Administration

Reports to: Chief Operation Officer/Deputy Executive Director

Supervisory Responsibilities: Yes No

Salary:

Overview: Nazareth Housing Inc. is a community-based organization committed to the promotion of housing stability and economic mobility among low-income families and individuals of New York City. We provide homelessness prevention services, emergency family shelter, supporting housing and urgent needs assistance. Our vision is to empower families and individuals to build a pathway out of poverty and prevent homelessness in our communities. Since 1983, we have been opening doors, transforming lives, and unlocking human potential.

Position Summary: The Administration team plays a key role in working with the Nazareth Housing direct service areas to achieve our mission. The newly created position of Asset Management Coordinator will ensure that our buildings are up to code, are in compliance with all reporting requirements, rent arrears are addressed promptly and maintenance requests are addressed.

Essential Duties and Responsibilities include the following. In addition, other duties may be assigned.

- Have primary responsibility for ensuring all tenant leases and TICs (where required) are current and renewed annually
- Ensure that relevant housing-related compliance requirements/filings are completed on a timely basis and remain up-to-date
- Work with Finance Department to track late rental payments and work with contracted lawyers on any necessary eviction proceedings
- Work closely with the supportive housing team to coordinate successful resolution of rent arrears related issues
- Assist the Director of Facilities in obtaining bids when required
- Ensure all work orders are entered into Foothold, track completion of work orders and run management reports.

- Provide tenants and vendors with assistance in all aspects of scheduling building maintenance, communicating building procedures and supplying general building information.

Position Type and Expected Hours of Work:

- This is a full-time position. Workdays and hours are generally 9:00 am to 5 pm Monday – Friday
- Additional hours may be required to meet the program deadlines or client needs. Periodic travel to the Bronx will be required. Must be willing to include occasional weeknights 5–8 pm and weekend dates as required for Nazareth Housing events in the Bronx and/or Manhattan.

Qualifications

- Strong interest in Nazareth Housing’s mission of serving underserved New Yorkers.
- Familiarity with building codes, rent regulations and NYC DOB systems
- Motivated self-starter; comfortable working alone and in teams.
- Excellent interpersonal skills with team members, volunteers, and clients, required.
- Experience with, Microsoft Office Suite, and Google Drive required.
- Understanding the needs of low-income families and being comfortable working in a diverse setting, required.
- Excellent organizational, time-management, and written/verbal communication skills
- Willing to travel in all four seasons is required.
- Detail-oriented with strong organizational skills
- Able to manage stressful situations and make interventions and seek outside assistance as needed
- Ability to solve problems, make decisions, resolve conflicts and listen
- Associates Degree required
- Bi-lingual preferred

Salary: Commensurate with experience

To Apply: Submit your resume and cover letter to jobs@nazarethhousingnyc.org.

Nazareth Housing requires all new employees to be fully vaccinated against COVID-19 as a condition of employment, unless they qualify for a reasonable accommodation for medical or religious reasons. Accordingly, new employees must submit proof of vaccinations prior to the commencement of employment, unless a reasonable accommodation is granted.

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or

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nazarethhousingnyc.org



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expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.