



Position Available In Jacksonville, FL

Housing Manager

Progressive non-profit affordable housing company in Jacksonville, FL is seeking a motivated individual to join our staff. Duties will include:

- Marketing and leasing units in a timely manner
- Collecting, posting, and depositing income in a timely manner
- Recruiting, hiring, orienting, and supervising on site property staff
- Ensuring compliance with Section 8 program
- Preparing annual property budget

Successful candidate will:

- Be skilled in the use of computers and software applications, esp. Excel
- Be able to establish effective relationships with tenants and co-workers
- Possess solid knowledge of property management functions
- Previous property management and Section 8 experience
- Have good leadership, organizational, and communication skills

This position is a full time position with excellent pay and benefits. Salary is commensurate with experience. To apply, please email resume to John Skaro at jskaro@chpc2.org.

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.