



Fifth Avenue Committee
Our Community. Our Future.

JOB ANNOUNCEMENT

AFFORDABLE HOUSING LEASING COORDINATOR

Title: Affordable Housing Leasing Coordinator

Job Status: Non-Exempt

Unit: Asset and Property Management

Employee Type: Full time/35 hpw

Fifth Avenue Committee, Inc. (FAC) is an award winning non-profit South Brooklyn based comprehensive community development corporation and NeighborWorks American chartered member formed in 1978, whose mission is to advance economic, social and racial justice. FAC advances its mission principally through developing and managing affordable housing and community facilities, creating economic opportunities and ensuring access to economic security, organizing residents and workers, offering student-centered adult education and combating displacement caused by gentrification. In addition to our grassroots neighborhood work, we are actively involved in City-wide coalitions and campaigns.

FAC's growing Asset and Property Management unit oversees over 500 units of affordable housing and over 20 commercial units spread over 45 properties and manages low- and moderate-income housing financed by federal, state, NYC funding sources, banks, and low-income housing tax credits. The growing unit seeks highly motivated individuals to fill a Leasing Coordinator position to ensure high levels of residential and commercial occupancy and compliance with various government regulatory agreements and contracts.

Responsibilities include:

Lease renewals

- Maintain tickler file/tracking document for all residential and commercial leases and renewals
- Calculate and Print lease renewals from YARDI
- Follow NYS HCR and other relevant regulatory agency lease renewal guidelines
- Renew leases with appropriate increases, as required
- File lease renewal paperwork
- Coordinate with commercial leasing broker, Director of Asset & Property Management and FAC's Director of Finance and IT on commercial tenant leasing requirements and needs, as needed

Compliance

- Perform all income certifications including annual and others, as required
 - Maintain requirements re: timing, information, unit requirements
 - Secure all documentation from tenants/candidates as required
 - Create Tenant Income Certifications (Form: TIC)
 - Prepare Income certifications for manager approval and sign-off
 - Maintain tenant files
- Prepare compliance reports, as required
- Prepare management reports and tracking documents for Director of Asset and Property Management, Executive Director and Real Estate Committee of the Board of Directors, as required

Other Duties as Assigned

Qualifications

- Bachelor's Degree or 4 years of work experience preferred. High school diploma required.
- Computer Literacy, thorough knowledge of Microsoft Windows, Excel Word and Access required
- Experience with Yardi Management software preferred

- Minimum three years' experience of residential leasing or related housing role required (non-profit affordable housing experience is preferred)
- Experience with NYS/NYC rent-stabilization, LIHTC and HOME requirements required
- Must be pro-active and able to work independently
- Certification as Low-Income Housing Tax Credit compliance or 4350 Occupancy Specialist preferred
- Must be able to handle multiple assignments and work in fast paced environment
- Ability to interact with people in a professional and courteous manner
- Bi-lingual, Spanish speaking preferred
- Solid oral and written communication skills
- Demonstrated commitment to low and moderate-income communities and residents and FAC's mission required

Compensation:

\$50-55k range - commensurate with experience. Comprehensive benefits package including full health and dental insurance (following a 60-day waiting period), group life insurance, accrued paid time off and access to retirement savings and flexible spending plans.

To Apply:

E-mail cover letter with resume and salary expectations with "**Leasing and Compliance Coordinator**" in the subject line to:

Fifth Avenue Committee, Inc.
Attn: Leasing and Compliance Coordinator
621 DeGraw Street
Brooklyn NY 11217
jobs@fifthave.org

Please, no phone calls!

*Women and people of color and local residents are strongly encouraged to apply.
FAC is an equal opportunity employer (EEO)*