

**Job Title:** Leasing Coordinator  
**Department:** Property Management  
**Supervisor:** Assistant Director of Compliance & Leasing  
**FLSA Status:** Full Time Non-Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

## **Mission**

Hope Community, Inc., is a community-based not-for-profit affordable housing organization. Founded in 1968, the organization also enriches the lives of the people who live and work in East Harlem and surrounding neighborhoods through cultural arts, economic development, and social service alliances. Hope seeks to rebuild the physical infrastructure of East Harlem by creating attractive, high-quality affordable rental and owner-occupied housing. Hope seeks to strengthen the neighborhood's social fabric by assisting in the growth and success of local businesses, by assisting residents to enhance their lives and incomes, and by sponsoring community programs.

## **JOB DESCRIPTION**

The property management division is responsible for the operation and physical management of a portfolio of approximately 74 buildings, with 1,300 dwelling units in the East Harlem Catchment Area. This division is also responsible for filling apartment vacancies. Hope community Inc.'s process for filling those vacancies entails a process the Leasing Coordinator would be expected to follow.

## **REPORTING RELATIONSHIP**

This position reports directly to the Assistant Director of Compliance & Leasing Manager.

## **JOB RESPONSIBILITIES**

Duties include, but are not limited to:

- Screen applications to begin initial rental process.
- Create and maintain waiting list on Yardi system
- Prepare timely, accurate, and complete standardized rent rolls and vacancy reports to coordinate with Property Managers

- Communicate effectively with Assistant Director of Compliance & Leasing Manager via reporting, email and weekly marketing meeting to report vacancies, strategies and prospective tenants
- Work in collaboration with Property Management team on all other assigned tasks

### **Interviewing Prospective Tenants**

- Qualifying applicants in accordance with HUD and LIHTC guidelines and building regulatory agreements
- Processing credit applications
- Process Section 8 applications for prospective tenants, in compliance with all applicable regulatory requirements.
- Communicate with all rental subsidies to insure all funding for rentals is secured
- Maintain and organize tenant files.
- Manage and ensure consistent income stream through quick turnover of vacancies.
- Schedule and conduct interviews for prospective tenants
- Process HPD Section 8, NYCHA Section 8, packages if applicable
- Create tenant files based on received information which includes leases

### **QUALIFICATIONS**

- Minimum: College degree or equivalent related experience.
- Proven Computer skills.
- Hands-on action-oriented individual, with demonstrated ability to work as a team player, and effectively communicate verbally and in writing with others.
- High level of commitment to, and enthusiasm for, promotion of Hope Community's mission.
- Ability and enthusiasm for working with staff at all levels of the organization in a collaborative team approach.
- Proven ability to exercise sound judgment concerning expenditures, resident relations, reporting
- Computer fluency, a proven track record of attention to detail and experience with HUD, HPD, and DHCR agency requirements are essential.
- Detail oriented.
- Excellent interpersonal, verbal, and written communication skills
- Bi- lingual Spanish / English a plus.

