

Property Management Coordinator

Operates/coordinates property management of housing projects for disabled tenants. Ensures compliance with government rules and regulations; coordinates work of contractors to perform building maintenance. Minimum two years property management experience preferred along with knowledge of HUD Section 811 programs and state/federal entitlement programs/benefits. Bachelor's degree in business or related field strongly preferred.

Position also requires the following:

- proficiency in general accounting procedures
- strong written and verbal communication skills
- proficiency in the use of Microsoft Office, Windows, Outlook
- proficiency in using database applications.

Applicants may mail cover letter and resume to:

Human Resources
2615 Edwards
Alton, IL 62002

OR

email to jlrcraig@cccnmc.org

OR

fax to (618) 462-2504.

Equal Opportunity Employer