

## **JOB ANNOUNCEMENT**

### **Resident Manager**

**Location:** JCI Gardens Housing Project, Torrance, CA

**Salary:** \$54,000 - \$56,000/ DOE

**Hours:** Full Time, Exempt position with benefits

#### **Background:**

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate based on race, religion, color, sex, sexual orientation, age, national origin, or disability.

#### **Summary of Duties:**

The Resident Manager will report to the Property Supervisor and be responsible for managing a HUD project-based senior citizen section 8 housing. They will oversee a building staff of six, enforce rental policies, HUD, and other regulatory agencies guidelines, manage a waitlist, and screen tenant applications for eligibility.

#### **Responsibilities Include:**

- Financial management, building maintenance, project management, and compliance are critical responsibilities of the position. As well as annual unit inspections, annual tenant income recertifications, and maintaining accurate tenant files following established management guidelines and HUD requirements.
- Supervise on-site staff, provide verbal and written feedback, conduct annual performance reviews, set goals, and oversee work.
- Develop and maintain good tenant relations.
- Work closely with service coordinator staff, social service, and tenant services.
- Attend in-house and external training as recommended.
- Available after-hours in case of emergencies.
- Other duties may be assigned by your supervisor.

### **Qualifications, Experience, and Skills:**

- Minimum 3 - 4 years of experience in affordable housing property management
- Work well in a multi-cultural environment (particularly with an ethnically diverse tenant population)
- Ability to read and interpret rental agreements, government regulations, and budgets.
- Ability to write effective business correspondence.
- Ability to effectively communicate information both written and verbally and be able to respond to questions from groups and individuals.
- Strong leadership and organizational skills.
- Able to work both independently and as a team.
- Computer competency -- Microsoft Office, email; data entry, property management software.
- Desire to make a long-term commitment to this position and LTSC CDC's mission.
- California Driver License and access to an insured, reliable automobile.
- Bilingual in Japanese/English or Korean/English is preferred but not required.

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

**How to Apply:** Please send a cover letter and resume to Aaron Garcia at [AGarcia@LTSC.org](mailto:AGarcia@LTSC.org)  
Please include your pronouns in your application.