Property Manager/ Residential Administrator
Job Description updated January 2020

About us:
Our nonprofit education center and intentional community consists of two primary activities: As Lost Valley Education and Event Center, we host educational programs focused on holistic sustainability and personal development. We also rent our facilities to organizations providing workshops that align with our values and mission. As Meadowsong Ecovillage, we are an intentional community, providing housing and services to a mostly low-income population. This is vastly different from typical rental housing situations, the community works together collectively and cooperatively, self-governing under a sociocracy based organization. We practice compassionate and honest communication following the guidelines of Non-Violent Communication (NVC). We fill staff positions primarily from residents of the intentional community, but occasionally we have a need to hire for skills or qualifications that are not possessed by current residents. Cultural fit and alignment with our nonprofit mission is equally as important as retaining the skills needed to do the job. Please learn more about our nonprofit at www.lostvalley.org

The Site Management Team:
This position is part of the Site Management team, which includes 3 positions:
Visitor Coordinator/Inquiries Manager
Property Manager/Residential Administrator
Infrastructure and Facilities Supervisor
This team meets as needed to coordinate, share information, assign and follow up on action items, develop policy, and additional collaboration as needed.
Each of these positions report to Stewardship Council a minimum of once per month, or as often as once per week.
This team is supervised by the Business Administrator.

Skills and Qualities:
- Familiarity with local, state, and federal laws and regulations relevant to the position, including landlord tenant laws, OR ability to learn them quickly
- Strong interpersonal & business communication skills, including competence in NVC
- High level of organization and attention to detail
- Competence with office management software and google suite
- Knowledge of financial reporting practices
- Reliable and able to follow through on a variety of tasks
• Ability to maintain confidentiality of resident information

Preferred Experience:
- 1 year of property management experience including lease signing, rental billing
- Minimum two years professional administrative experience using spreadsheets, emails, pdfs, Windows-based computer programs, and google suite.

Primary Duties:
Oregon Rental Laws
- Retain a clear understanding of Oregon Rental laws and clearly communicate these when relevant to developing policies or decision making. Keep Oregon Rental Laws Binder up to date.

Enforcement of Lease and LV Policies
- Adhere to organizational policies and procedures, identifying areas where policy is lacking, and identify the decision-making body to approve new policies, facilitating as needed.
- Apply Community Living Agreements and Lease Agreements, sending reminders, issuing warnings, fines, etc.

Resident Administration
- Maintain & Update Resident Files
- Be available to support Inquiries Manager in distributing Rental Applications, and answering questions for residential inquiries.
- Onboard new residents including lease signing and review of all policies, security deposit, and create a resident email account for each new resident.
- Manage housing queue, using matrix to determine priority housing needs. Facilitate housing swaps by existing residents.
- In coordination with the Business Administrator, manage all relevant and important forms, keeping them updated and accurate in both paper and electronic versions.
- Off Board residents moving out, including walk-through, turning in keys, and security deposit return within 30 days.
- Manage any eviction notices and processes

Financial
- Budget tracking for department.
- Monthly billing for rental units, including prorations, moves, deposits, and misc charges.

Compensation:
This position is compensated at $12 per hour for approximately 10-15 hours per week. We offer flexible scheduling, paid vacation and sick time, and electronics reimbursement if you use your own computer for the job.

To Apply: Please send a letter of interest and resume to hr@lostvalley.org