St.Nicks Alliance

Where Opportunity Grows

Occupancy Specialist

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time occupancy specialist** for our 260 Powers Street location in Williamsburg, Brooklyn.

What you'll do:

The occupancy specialist will implement the income certification and reporting requirements on government-regulated housing properties overseen by St. Nicks Alliance.

Leasing & Compliance:

- Accountable for the re-leasing and marketing of all vacant units, including interviewing and the complete income verification of applicants for vacant apartments, as well as recertification of existing rental tenants as required by government guidelines
- Review all pending applications to ensure compliance, accuracy, and efficiency
- Maintain database for each assigned subsidized property through the electronic transmission of tenant records (TRACS) and assure eligibility
- Adhere to a filing system that will facilitate and maintain a uniform organizational system
- Maintain applications, traffic and leasing data, move-ins, and move-outs activity using property management software
- Screen applicants and process all new move-in applications & credit checks
- Process all tenants' recertifications in a timely manner, review eligibility, and submit annual reporting
- Prepare applicants' files for approval to be reviewed by the program, supervisor, and owner
- Other duties as assigned by the Senior Occupancy Specialist, Assistant Director of Occupancy & Compliance, and Director of Property Management

What we are looking for:

- College degree preferred with 2-year work experience in the industry
- Occupancy Certifications: EIV, HUD & LIHTC required
- Excellent oral & written communication skills, computer expertise (Word, Excel, One-Site)
- Ability to work on several projects simultaneously and independently
- Bi-lingual (Spanish or Chinese a plus).
- **Applicants may be required to take a skill assessment test**

What's in it for you:

- compensation range: $48,000-$55,000 per year *(The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.)*
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

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Applicants should send a resume with a cover letter indicating salary requirements to **silimas@stnicksalliance.org** and **housingjobs@stnicksalliance.org** with the subject line "Attention: Occupancy Specialist Search."

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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