



Position Details

Job Title: Property Manager of City Studios

Reports to: Chief Ministry Officer

Status: Full time

Pay Rate: \$22 - \$24 per hour

Position Description:

The Property Manager (PM) is responsible for overseeing the day-to-day operations, coordinates maintenance, and financial related duties. The PM plays a vital role in creating a safe, welcoming, and well-maintained environment where individuals and families can thrive. You will also serve as the primary point of contact for tenants, vendors and Fresno Mission staff. A key part of this position includes supporting individuals and families with low incomes, voucher holders, and those transitioning out of homelessness by ensuring compliance with housing authority and affordable housing guidelines. You will manage lease agreements and rent collection.

Who you are:

- Knowledge of property management practices, and leasing.
- Enjoys working to assist others with affordable and low-income housing.
- Someone who recognizes the value of other people regardless of their choices.
- Learns new methods of working with people who have experienced trauma.
- Attentive with a listening ear and desire to give respect and time to tenants.
- Dependable and trustworthy with sensitive and personal information.
- Fair in situations and able to determine what is just and equitable in difficult situations.
- Able to work in a fast-paced and constantly changing environment.
- Great at time management.

What you'll do (just the basics):

- Manage property budget
- Screen potential tenants
- Handle emergencies and respond promptly to urgent property matters
- De-escalate complex situations to keep community safe.
- Work with Housing Authority representatives to ensure compliance with voucher programs, inspections and tenant eligibility requirements.
- Maintain knowledge of income qualification for affordable and low-income housing programs to determine tenant eligibility and rent calculations.
- Perform other duties as assigned.

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- Puedes hablar, leer y escribir en español.
- You're excited to work in a fun fast-paced atmosphere where everyone takes the mission seriously, but no one takes themselves too seriously.

Education/Experience:

Familiarity with Housing Authority voucher programs (Section 8). Experience working with vulnerable populations, including low-income families and youth in crisis.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls.

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