

Employer: Church Universal and Triumphant
Pillar: Anchor Pillar
Team: Ranch Operations

JOB TITLE: Property Management Coordinator

Reports to: Associate Director Ranch Operations

Job Status: Hourly and Non-exempt (20-30 hours/week)

Benefits: Eligibility for the employee Health Plan, life insurance, Paid Time Off benefit for vacation and sick leave, holidays, and 401(k). Additional information about these benefits and requirements to receive them are available from Human Resources.

Legal Holidays Observed: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day.

SUMMARY

Prepares leases, collects rent, pays utility bills, and prepares letters to renters for Church properties at RHQ, RO, Cinnabar Village, East Gate, Trestle, Sphinx, and GAV.

ESSENTIAL DUTIES AND RESPONSIBILITIES are as follows, additional duties may be assigned:

- Pays utility bills for the RTR (electric, propane)
- Assists Directors with budget preparation and analysis
- Researches revenue and expenses and proposes rent increases
- For GAV and Sphinx Mobile home lots, coordinates road maintenance (snow removal and grading), landscaping, and monitoring of water systems
- Assists Director with staff housing assignments
- Visits properties monthly and recommends needed upkeep
- Recommends and tracks property remodeling

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- Alerts the Ground Crew at the RTR regarding sidewalk conditions (ice, snow), safety hazards.

QUALIFICATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Work Experience

Previous Property Management business experience is required. A good background in the teachings of the Ascended Masters and a basic understanding of church structure and operating procedures is a plus.

Knowledge, Skills, and Competencies

Strong interpersonal and communication skills

Organizing and coordinating skills

Proven leadership skills, ability to inspire and motivate others

Ability to work as part of a team as well as independently

Experienced with the use of a personal computer, file management, use of e-mail communications, and basic business software programs such as Microsoft Office

Ability to learn new skills quickly, as needed