



Partners in Housing Announcement of Open Position

Leasing Clerk

Posted: 11/5/2018

Salary: \$15 per hour

Classification: Part-Time 25 hours/week

Deadline: Open until Filled

*Must have flexibility in hours to include some evenings after 5:00pm

Website: www.partnersinhousing.org

Position Summary:

Seeking a Leasing Clerk to join a passionate and energetic team in our Housing Department. The Leasing Clerk will assist the Housing Department team in promoting the agency through customary tasks associated with property management. The Leasing Clerk is responsible for all lease-in processes, verifying completeness and compliance of all agency leasing paperwork, and providing monthly rent assessments and collections of rent.

Reporting to the Housing Operations Director, the Leasing Clerk, works closely with the Housing and Family Services teams, and PIH staff to assist and promote the efforts of the agency to help maximize the housing properties value as a resource for PIH clients.

Principle Responsibilities:

Full details and application are available at www.partnersinhousing.org.

Education/Experience:

- Associate degree in related field preferred or equivalent combination of education and experience.
- Property management and/or extensive experience in related field such as real estate or housing education.
- Basic bookkeeping skills.
- Strong proficiency in computer operations, including Microsoft Office.
- Ability to interact with a variety of people effectively.
- Good organizational skills and ability to prioritize.
- Ability and willingness to work within the established structure, but also adapt to clients' individual needs.
- Excellent problem-solving skills.
- Knowledge of Colorado Springs social service agencies a plus.
- Knowledge and willingness to learn the dynamics of homelessness.
- Must have valid driver's license, current personal auto insurance as required by law, and clean driving record.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

Submit a cover letter, resume, and an employment application (available online at www.partnersinhousing.org) to Human Resources Department, Partners in Housing, 455 Gold Pass Heights, Colorado Springs, CO 80906.

PIH is a drug free workplace and equal opportunity employer. It is the policy of PIH to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although each individual has a different potential, we all do better when we have an equal opportunity to succeed.