



**Position:** Property Operations Assistant  
**Location:** 2120 N. Davidson Street Charlotte, NC 28205  
**Department:** Properties  
**Reports to:** Property Manager

### **ORGANIZATION**

The mission of Supportive Housing Communities (SHC) is to provide affordable housing to alleviate homelessness and human suffering. The organization uses a permanent supportive housing approach, which links permanent, affordable rental housing with access to flexible, voluntary supportive services (health care, mental health/substance use treatment and employment services). The organization owns two housing complexes and utilizes privately-owned rental units scattered throughout Mecklenburg County to provide affordable housing options. As part of its housing model, SHC also provides comprehensive programs and services specifically targeted to provide the chronically homeless with the support and skills needed to remain stably housed and independent, including comprehensive case management, mental health counseling services and a supportive employment program.

### **POSITION AND RESPONSIBILITIES**

The Property Operations Assistant will provide various administrative, resident and properties support. The position is part of the Property team and will report to the Property Manager. The primary responsibilities of the Property Operations Assistant include, but are not limited, to the following:

#### **Administrative Duties**

- Greet residents and visitors entering McCreesh Place, SHC's supportive housing property;
- Check in visitors and update visitor log;
- Manage main phone line, including answer phones, checking voice mails.
- Assist Property Manager with identifying and scheduling vendors.
- Assist Property Manager with ordering property equipment and supplies.
- Manage basic office coordination, including taking inventory and ordering office and program supplies.
- Sort and distribute mail.

- Respond to residents' requests for support and resources (answering general questions, providing necessary supplies such as hygiene kits, laundry detergent, face masks, etc.);
- Assist with the set up for program meetings/events as needed
- Assist with other administrative duties as assigned.
- Organize and keep inventory of donation closet;
- Accept and distribute donations;
- Maintain calendar of meal drop-offs for McCreesh Place and St. John's Place;
- Perform any additional duties as assigned to support the mission of the organization.

## **EXPERIENCE AND EDUCATION**

- The ideal candidate will have the following capabilities and qualities:
- A passion for ending chronic homelessness, poverty and understanding of the SHC mission and the community in which it serves;
- Associate's degree or related experience.
- Experience in administration support, or customer service.
- Ability to work independently and on a team, be goal oriented and manage multiple priorities;
- Flexible schedule in support of organizational events and activities.

## **COMPENSATION**

The expected hiring range is \$38,000-\$45,000, with a full benefits package.

**HOW TO APPLY** All inquiries, nominations and applications should be directed to [Bria@aplacetoLiveAgain.org](mailto:Bria@aplacetoLiveAgain.org). Applicants must include a cover letter with resume to be considered for the position. Please also indicate where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted.

Supportive Housing Communities provides equal employment opportunities to all persons without regard to race, color, creed, age, sex, religion, disability, nationality, or sexual orientation, and promotes the full realization of this policy through a positive, continuing program of affirmative action.