



Waitlist Coordinator

ABOUT US:

360 Management Group, Co. is a 501(c)3, non-profit instrumentality of Elm City Communities (ECC) formed in 2018 to preserve low income and affordable housing in New Haven and its surrounding areas. In collaboration with Glendower, other affordable housing developers, and investors, 360 Management strives to create and maintain vibrant housing communities that enrich and revitalize neighborhoods through community and economic development. 360 Management currently manages multifamily developments subsidized and/or financed with state and federal affordable housing programs such as Low-Income House Tax Credits (LIHTC), Rental Demonstration Assistance (RAD), HUD Moderate Rehabilitation (Mod Rehab), HOME, Project-based and Tenant-based voucher programs.

MISSION:

The organization's mission is to ensure that ECC's affordable housing communities are preserved, to create stable and safe communities, and to provide respectful and professional property management services to residents residing in our communities.

POSITION:

360 Management Group is currently seeking a **Waitlist Coordinator!** The Waitlist Coordinator is responsible for providing the support needed to ensure that all applicable regulations pertaining to an applicant/resident's eligibility for occupancy are followed. The Waitlist Coordinator is a full-time position and works a 35-hour work week, Monday through Friday, 9:00 a.m. to 5:00 p.m., which may require some travel. The Waitlist Coordinator reports directly to the Compliance Manager. Evening and weekend work may be required as job duties demand.

ESSENTIAL FUNCTIONS:

1. Assist with the waitlist and landlord portal.
2. Assist in marketing and advertising for vacancies in accordance with the properties Affirmative Fair Housing Marketing Plan.
3. Ensure maximum occupancy rates and the lowest achievable vacancy rates, minimizing rental income loss to properties.
4. Maintain a complete and accurate waiting list that is compliant with HUD regulation.
5. Ensure individual and project compliance with Fair Housing laws.
6. Ensure compliance with administrative rules for occupancy of the projects; i.e. income limits and income targeting requirements.



7. Carry out all activities associated with the property-specific programs including interviewing participants, answering telephone inquiries, and responding to correspondence.
8. Maintain applicant files and process files in accordance with company procedures and HUD and IRS regulations, including completing and securing all files daily.
9. Perform all administrative tasks associated with eligibility determination, including verification of income and household composition.
10. Respond to inquiries pertaining to occupancy standards, income, and assets.
11. Explain rules, regulations, and eligibility requirements for affordable housing.
12. Communicate with compliance staff on file reviews in a timely manner by providing details necessary to ensure quick approvals.
13. Monitor HUD notices, regulations, and statutes of change in eligibility requirements, occupancy standards, rent calculations, and other matters affecting an applicant/resident's eligibility.
14. Establish in writing efficient office procedures for acceptance and processing of applications/transfer requests, which address the need for proper verification, accurate computation, thorough screening, and good applicant/resident relations.
15. Perform other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Successfully complete the HUD Certified Occupancy Specialist training.
- Maintain a working knowledge of HUD handbook (s) and implement requirements.
- Participate in annual Fair Housing training.
- Ability to read and write at the level required for successful performance.
- Must possess excellent verbal and written communication skills.
- Ability to maintain effective working relationships.
- Possess a valid Connecticut driver's license.
- Proficient in Microsoft Word and Excel.
- Have excellent verbal and written communication skills.

EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent (college degree preferred) and at least two years of related experience.

SALARY RANGE: \$51,000.00 - \$55,000.00 depending on experience.



APPLICATION AND SUBMISSION:

Applications and resumes may be sent to 360 Management Group at jobs@360mgtgrp.com and/or mailed to 360 Orange Street, New Haven, CT 06511 attention to 360 Human Resources Department. Applications and Job Descriptions can also be picked up from 360 Management Group. Resumes and Applications will be accepted only for positions it is trying to fill. For more information, please call the 203-498-8800 ext.1415. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER M/F/V.**