

Leasing Specialist

POSITION TITLE: Leasing Specialist

REPORTS TO: Director of Housing

Background of Parker Street Ministries:

Parker Street Ministries (PSM) is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four focus areas: Fostering Spiritual Growth, Supporting Lifetime Learners, Stabilizing the Neighborhood, and Cultivating Connections. PSM's core values are demonstrating humility by keeping God first, honoring truth of Scripture and truth in our relationships, being present with each other, affirming dignity of each person as made in the image of God, and committing to unity through healthy relationships.

Purpose of Position:

Collaborate with the Director of Housing and additional staff to implement, maintain and improve ministry management and policies related to leasing, neighborhood services, and the housing initiative.

Advocacy for quality housing for neighborhood residents.

Manage leasing of ministry-owned properties.

Time Required:

Full-time, hourly position at \$21-25/hour, plus benefits. This position is eligible for overtime.

Vacation/Benefits:

1. Health insurance 100% paid for by PSM for full-time employees
2. 4% retirement savings match
3. 10 paid vacation days and additional sick time
4. 9 paid holidays
5. Quarterly days of silence

Job Responsibilities:

1. Supervise the operational functions of all leases for ministry-owned properties and tenant relations.
2. Manage applications, payments, records of tenants, lease records, property management software, and other duties as needed.
3. Evaluate compliance with lease terms and manage evictions if/when necessary.
4. Show properties to interested candidates and provide information on both the property and lease terms.
5. Collect security deposits and rent payments.
6. Maximize property occupancy space.
7. Prepare all move-in and move-out paperwork in a timely manner.
8. Manage leasing of units while maintaining neighborhood relationships.
9. Research policies and procedures to implement for further improvement of our housing program and initiative.

Additional Responsibilities:

1. Possess thorough working knowledge of all job descriptions and responsibilities of all employees and volunteers.
2. Attend staff meetings and work with senior leadership team for smooth and integrated internal operations.
3. Individual advocacy alongside residents.
4. Neighborhood leadership development.
5. Special care should be taken to ensure that the company utilizes its tax-exempt status in the procurement of taxable items.

Job Requirements:

1. Level of Education
 - College degree preferred with emphasis on property management.
2. Work Experience
 - Minimum of two years related leasing/property management experience.
 - Non-profit/ministry experience preferred.
3. Understand position's support of the mission and be able to articulate how the Gospel is active in this particular position
4. Ability to hold in confidence information gained in the performance of duties and overheard in the office environment
5. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, and relationships.
 - Strong organizational, communication, and administrative skills, including Microsoft Office Suite proficiency – the ability to perform responsibilities without administrative support.
 - Ability to make connections, building bridges to and from the Parker Street neighborhood.
 - Willingness to act as an advocate for those held captive by poverty.
 - Self-disciplined, self-starting work style, accustomed to operating without supervision while capable of supervising and motivating others and working within a team.
 - Effective verbal, written, and presentation skills.
 - Flexibility and ability to adapt to new situations.
 - Have excellent follow through.
 - Be consistent and detailed.

Working Conditions:

1. Leasing Specialist is a full-time position for 40 hours per week.
2. Some weekend and before/after-hours duties required.
3. Requires the ability to perform physical tasks such as walking, standing, lifting, and bending. Additionally, the ability to travel between properties and interact with tenants and vendors is essential.

Performance Criteria:

The Director of Housing, based on this job description, will complete an annual written performance evaluation of the work of the Leasing Specialist. This annual evaluation will be placed in the employee's personnel file. Reviews will be held after the first 30, 60, and 90 days of employment, with a formal written evaluation for the annual review. After the first year of employment, evaluations will be performed annually or more often as requested.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves, or other employees may be excluded from this position.
- This is a drug-free workplace, and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than describing an "at will" employment relationship.

Next Steps: Please send your resume with a cover letter to people@psmlakeland.org for an application.