



January 2023

Greetings!

Thank you for your interest in the Property Management Coordinator part-time position with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the Director of Programs position. **Applications are due January 20, 2023 and then will be accepted on a rolling basis until a successful candidate is found.**

The JVC Northwest office is located in Milwaukie, Oregon; the position can be based out of a home office in the Portland/Seattle area or at the JVC Northwest office. Our staff works closely with one another in a collegial environment and the work will require both independent and team efforts. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality. JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

JVC Northwest's generous benefits package includes Benefits: 12 Paid holidays pro-rated based on part-time status. 15 days of vacation pro-rated based on part-time status. 3 Retreat days pro-rated. Sick time in accordance with State of Oregon requirements. 401K Retirement - JVCNW contributes 4% after 3 months of employment.

**To apply**, please send the information listed below electronically to [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org) as attachments titled with your last name and "Property Management Coordinator" in the subject line. Please include:

1. Cover letter addressing the requirements and qualifications in the position description.
2. Your complete resume.
3. The names, phone numbers, and email addresses of two professional references and one personal reference.
4. List questions you may want to ask about this job at an interview and how you heard about the position.

For the safety of our guests, staff, and volunteers, JVC Northwest is requiring all staff and volunteers to be vaccinated against the COVID-19 virus. Candidates must be vaccinated by their start date unless a vaccine exemption is requested and approved.

Our timeline suggests we will screen applications and schedule interviews between January 23 to February 3. We anticipate the Property Management Coordinator will start in February.

Sincerely,

David Holcomb  
Director of Finance and Operations



## JESUIT VOLUNTEER CORPS NORTHWEST POSITION DESCRIPTION

**Job Title:** Property Management Coordinator (part-time, 1-2 days per week)  
**Status:** Part-time, non-exempt, at-will employee, AmeriCorps  
**Reports to:** Director of Finance & Operations  
**Wage range:** Starts at \$23 - \$28 per hour

### About JVC Northwest

Jesuit Volunteer Corps (JVC) Northwest responds to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly and equitably, and actively contribute to their own empowerment and positive change in their communities.

JVC Northwest is committed to equity, inclusion, and justice. We strive to be an equitable space for diverse identities including, but not limited to, race, sexual orientation and gender identity, ability/disability, religious beliefs, nationality, age, and economic status.

### Position Summary

This is a new, part-time position at JVC Northwest. The Property Management Coordinator (PMC) will coordinate the care of JVC Northwest owned properties: six houses where Jesuit Volunteers (JVs) live together in community (three in the Portland area, two in Seattle, and one in Spokane) and our office building in Milwaukie, Oregon. This coordination will include 1) Maintenance: planning for and coordinating to complete regular maintenance needs (seasonal, annual), 2) Repairs: coordinating the response to repair needs as they arise, and 3) Upgrades: planning for timely upgrades of major systems (e.g., HVAC, roof, etc.) for each property.

The PMC will be able to draw on a team to provide this property management care. This team includes other JVC Northwest staff (Director of Finance & Operations, Business Assistant, Program Coordinators) and various volunteers & established contacts (In-Locale Coordinators and established vendors).

The position is part-time. We project it to be one-two days per week.

### Duties and Responsibilities

- 1) Coordinate maintenance, repairs, and upgrades for owned JV houses
  - a) Coordinate completion of regular maintenance (seasonal, annual)
    - i) Develop annual maintenance checklist
    - ii) With Business Assistant, work with local JVs, volunteers, and vendors to complete tasks
  - b) Coordinate response to requests by JVs for service and repairs
    - i) Coordinate plan to respond to emergency repair needs
    - ii) Coach JVs, when possible, to develop their awareness and skills in caring for property
    - iii) With Business Assistant, work with local JVs, volunteers, and vendors to complete tasks
  - c) Coordinate planning and completion of replacements and upgrades
    - i) With Director of Finance & Operations, identify long-term needs and schedule for upgrades
    - ii) With Director of Finance & Operations, develop long-term plan / capital budget
    - iii) With Business Assistant, work with local vendors to complete tasks

- 2) Ensure smooth end-of-service-year transition regarding property
  - a) With Program Team, ILCs, JVs, and Business Assistant, coordinate deep cleans by professional vendors
  - b) With Program Team, ILCs, JVs, and Business Assistant, coordinate house walk-throughs at end of service year
  - c) With Program Team, ILCs, JVs, and Business Assistant, coordinate house walk-throughs at beginning of service year to introduce new JVs to each house
- 3) Other duties as assigned

**Experience and Skills:**

- 3+ years of experience in property management, real estate, renovations, or similar role
- Able to troubleshoot property problems and identify responses
- Experience managing budgets with ability to balance immediate needs with long-term sustainability
- Good verbal and written communication skills to ensure that a variety of stakeholders are working well together
- Comfortable balancing multiple requests with an ability to prioritize appropriately
- Desire to work as a collaborative team member and direct independent work.
- Able to coordinate the work of others (vendors, volunteers) in positive ways
- Ability to impart the spirit of JVC Northwest and our commitment to living the values of community, simple living, social and ecological justice, and spirituality/reflection.
  
- Comfortable with Office 365 as work platform and tool for communication

This position is subject to criminal history checks. This position does not have recurring access to vulnerable populations.

The Property Management Coordinator will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

**Work Environment/Conditions**

- 70% of work completed in office or home office environment. Work from home or in JVC Northwest office, as agreed upon by Property Management Coordinator, Director of Finance and Operations, and Executive Director
- 30% of work involves out of office travel:
  - Local visits as needed to owned properties in Portland area
  - Once per year, visit two owned properties in Seattle
  - Once per year, visit owned property in Spokane (to be determined)
  - Attendance at work related events (in agreement with supervisor)
- More intensive work requirements in late July and early August due to turnover at JV houses
- Attend staff days and trainings at or near the organization’s Milwaukie, Oregon office (or attend virtually) 1-2 times per year (in agreement with supervisor)