

**Order Number:**

NY1535935

**Date Job Order Received:**

05/27/2025

**Number of Openings:**

1

**Company Name:**

Snow Belt Housing Company

**Job Title:**

Community Manager

**Minimum Experience Required:**

2 Years

**Job Description:**

SNOW BELT OFFERS: Full-time Monday Friday 8 AM - 4 PM (Saturdays as needed) Competitive Pay with semi-annual bonus potential Paid time off and holidays 401K with company match Elective benefits include: Medical & Dental Opportunities for professional development and advancement The salary range for this position is \$21 to \$23 per hour. The actual compensation may vary depending on a wide range of factors, including experience, skills, qualifications, certifications, location, etc. This range also does not include additional forms of compensation such as bonuses. ABOUT THE ROLE: Snow Belt Housing is seeking a full-time Community Manager to oversee operations at Valley View Apartments, an 80-unit affordable senior housing community in Lowville, NY. This position is perfect for someone who is organized, self-motivated, and passionate about helping others. As the on-site leader, you'll manage leasing, resident services, rent collection, vendor coordination, and compliance tasks all while playing a key role in shaping a welcoming and well-maintained community. You'll work closely with our property management and accounting teams, report directly to the Executive Director, and help guide our maintenance staff. KEY RESPONSIBILITIES INCLUDE: Overseeing leasing, marketing, and applicant screening to maintain full occupancy Collecting rent, issuing notices, and enforcing lease terms professionally Handling resident concerns and promoting a positive community atmosphere Coordinating maintenance requests and vendor work to ensure prompt resolution Ensuring compliance with LIHTC and other affordable housing requirements Supporting budgeting and reporting efforts in partnership with our accounting team Supervising onsite staff and ensuring quality service delivery WHAT YOU BRING: At least 2 years of experience in property management (affordable housing experience a plus) Knowledge of LIHTC, HUD, or other subsidized housing programs preferred Familiarity with property management software (RealPage, Yardi, or similar) Strong communication, problem-solving, and time management skills Ability to handle sensitive resident concerns with empathy and professionalism A valid drivers license and reliable transportation

**Job Location:**

Lowville, New York 13367

**Pay:**

\$21.00 - \$23.00 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension, Life Insurance

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Varies

**Shift**

Not specified.

**Public Transportation:**

Not specified.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

Class: Class D (Operator)

Endorsements:

**How to Apply:**

To apply, contact the employer by: E-Mail or Phone

Phone: Heames, Jaylyn (315) 376-2639

Email: [information@snowbelt.org](mailto:information@snowbelt.org)