

Order Number:

NY1712216

Date Job Order Received:

09/11/2026

Number of Openings:

1

Company Name:

Snow Belt Housing Company

Job Title:

Community Manager

Minimum Experience Required:

2 Years

Job Description:

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 driver's license and reliable transportation

Job Location:

Lowville, New York 13367

Pay:

\$22.00 - \$23.50 Hourly

Benefits:

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

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: Internet

Web-site:

https://www.indeed.com/viewjob?jk=ad684f8bebe0f8fe4&from=shareddesktop_copy