Better Housing
COALITION

Leasing Assistant

The Better Housing Coalition is a regional leader in affordable housing development and management. Since 1988, the organization has evolved into the region's largest nonprofit community development corporation. BHC creates high-quality homes for residents of modest means, and empowers them with programs and tools to help them reach their fullest potential, at all stages of life. The Better Housing Coalition owns and manages more than 1,400 apartments located in the city of Richmond, Henrico and Chesterfield counties. In order to accomplish our mission, it is essential for BHC to attract and retain energetic and knowledgeable employees who share its values.

If you are interested in helping BHC and our residents achieve their goals, please apply for the position of Leasing Associate. This position is responsible for assisting Property Managers and Assistant Property Managers in maintaining all aspects of property operations.

Responsibilities include coordinating move-ins and move outs, lease negotiations and renewals, and apartment showings in accordance with Resident Selection Criteria, Fair Housing Laws, and Equal Housing Opportunity (EHO) requirements. The successful candidate must have strong customer service and communication skills. Must be organized, able to multi-task and prioritize. Candidate must have working knowledge of Microsoft Office and Property Management software (Yardi a plus). LIHTC experience and bilingual is a plus.

Please note – only candidates meeting the minimum requirements will be contacted. BHC offers an excellent benefits package. Send a cover letter and salary requirements to recruiting@betterhousingcoalition.org. You may also fax to 804-644-1057 or mail to Better Housing Coalition, P.O. Box 12117, Richmond, VA 23241. EOE.