

## Recertification Occupancy Specialist Senior Level

Manage the 2Life Compliance team in performing applicant/resident certification and recertification processing for Section 8, Low Income Housing Tax Credit, and other government subsidies. Assist the Leasing Coordinator to more efficiently qualify, show, and lease vacant units as needed.

Affordable, subsidized, housing, tax credit, compliance, occupancy recertifications, leasing.

- Process resident-related income and asset verification and complete the recertifications, partnering with the Compliance Supervisor to meet deadlines
- Perform monthly voucher processing
- Conduct in-person interviews with tenants and applicants to effectively communicate the rent determining process
- Communicate with prospective applicants to explain the applicant selection process, conduct in-person interviews to collect documentation, show available units, and prepare move-in paperwork
- Maintain accurate and complete manual tenant files and ensures electronic copies
- Acts as a resource for the guidance of this function to less experienced 2Life Compliance staffers
- Assists 2Life Team with wait list applicant processing and filing

### SKILLS & ABILITIES

- Three years in property management and compliance for affordable residential communities is required
- Certification for processing Section 8 and Low-Income Housing Tax Credit subsidies required
- Fair Housing certification required
- Experience with RealPage's OneSite, and industry-based software
- Highly proficient in word processing and spreadsheet software
- Solid math skills and problem solving skills
- Must be self-directed, detail-oriented, and team orientated
- Must be customer friendly to positively "sell" the 2Life Community as future housing
- Bilingual skills in English/Russian or English/Chinese preferred
- Demonstrates capacity to respect and support older adults to live independent and dignified lives regardless of physical ability.

2LIFE COMMUNITIES provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

Qualified candidates are strongly encouraged to apply [here](#)

### BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

**The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.**

**We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.**

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**