



Recertification Occupancy Specialist I

No two days are the same in this essential role assisting our Compliance team in performing applicant/resident certification and recertification processing for Section 8, Low Income Housing Tax Credit, and other government subsidies. Enjoy meeting people and spend your day doing important work.

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

- Processes resident-related documentation for all government subsidies, including annual and interim (re)certifications, EIV processing, and voucher processing
- Proficient use of RealPage, an industry-based software
- Processes move-in and move-out documentation of residents
- Maintains accurate and complete manual tenant files
- Conducts in-person interviews with tenants, with an ability to effectively communicate rent determining process

OTHER

- Performs reception duties including filing, answering phones and greeting guests, as well as provide general application information
- Assists with resident events or issues

SKILLS & ABILITIES

- Prior experience in property management compliance for affordable residential communities
- Certification for processing Section 8 and Low-Income Housing Tax Credit subsidies preferred
- Fair Housing certification required
- Bilingual skills in English/Chinese
- Demonstrated capacity to respect and support older adults to live independent and dignified lives regardless of physical capacity
- Proficient in word processing and spreadsheet software

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.

Defiantly joyous aging.

30 Wallingford Road | Brighton, MA 02135 | Phone: 617-912-8400 | Info@2LifeCommunities.org





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.

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