



COMMUNITY
PARTNERS for
**AFFORDABLE
HOUSING**

AmeriCorps VISTA Member – Property Management Capacity Builder

Position Overview

AmeriCorps members in the VISTA program commit to serve full-time for one year to provide capacity building services focused on housing insecurity and ending homelessness. The AmeriCorps member at Community Partners for Affordable Housing (CPAH) will play an integral role in building CPAH's capacity by implementing a modern property management software system that will improve operational efficiencies and provide better services for tenants, with a goal of expanding CPAH's capacity to manage an additional 50 units of affordable rental housing. The AmeriCorps member will increase his or her affordable housing knowledge and skills and gain first-hand experience.

The ideal candidate will be passionate about social justice and affordable housing, have a long-term interest in affordable housing, and be technology-savvy to help launch new tools that will help CPAH be more efficient and impactful in the communities we serve.

CPAH is part of the Housing Action Illinois AmeriCorps Network, an AmeriCorps VISTA program managed by Housing Action Illinois. As such, this position will receive customized training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions. Learn more about the Housing Action Illinois AmeriCorps Network on their [website](#).

Member Duties

The AmeriCorps member will be responsible for (i) implementing a new property management software system and educating tenants on how to use the system; (ii) working with the Property Manager to coordinate eligibility determination, new leases, lease renewals, and other programmatic and administrative aspects of property management during the transition from "paper files" to the new online software; and (iii) setting up approximately 50 new affordable rental units in the system in preparation for additional affordable units to come online. The AmeriCorps member will work closely with CPAH's staff to gain affordable housing and property management experience and training.

Program Benefits

Relocation allowance, childcare assistance (if eligible), living allowance, \$300 monthly housing stipend, health coverage, training, and choice of education award or end of service stipend.

To Apply

Send resume and cover letter to ranthony@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

