



Fifth Avenue Committee
Our Community. Our Future.

Job Announcement Property Management Associate

Status: Non-Exempt

Unit: Asset & Property Management

Position: Full-Time 35 Hours a Week

[Fifth Avenue Committee](#) (FAC) is a 48-year-old nationally recognized South Brooklyn based, non-profit comprehensive community development corporation and NeighborWorks America chartered member whose mission is to advance economic, social, and racial justice through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future.

FAC works to transform the lives of over 7,000 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents, offers student centered adult education, and combats displacement caused by gentrification.

Responsibilities:

FAC seeks a Property Management Associate to support administrative functions for its Asset & Property Management unit which manages over 600 units of affordable housing for low- and moderate-income families and more than 30 commercial spaces in 51 buildings. FAC has an affordable housing pipeline of over 2,000 units.

Duties:

Rent Stabilized Leasing Administration

- Generate required notices for tenants within renewal period and keep all copies and certified receipts for file
- Generate, print, collate, pack and mail out renewal leases from the Yardi Voyager system
- Implement, maintain and update tracking lists for monthly lease renewals
- Receive and validate renewal leases and submit to Manager for review and approval
- Post and enter all completed renewals into the Yardi Voyager system
- Identify renewals with subsidies and assist preparation of subsidy increase requests
- Scan all renewals for electronic filing, retain one original copy for the Owner's file, and return one original copy to the Tenant via USPS first class mail

Annual Recertification Administration

- Administer on-line portal for tenant annual recertifications to ensure accurate and timely completion of annual recertifications
- Generate required notices for tenants within prescribed 120-day recertification period and keep all copies and certified receipts for file
- Generate recertification packages and necessary forms for upcoming households
- Gather tenant documents, affidavits and signatures for recertification

- Send and track all third-party verification requests via USPS mail or online via *The Work Number*
- Calculate household income and assets and enter to the Yardi Voyager system
- Provide completed certifications to Managers for final review and sign-off
- Retain completed certifications electronically and manually in tenant files
- Assist with preparation of tenant files for external agency file reviews

Service Line & Call Center Administration

- Assist the unit with initial call response to tenants and delegation of incoming service line requests to appropriate property management staff
- Maintain a tracking system for incoming service line requests from start to finish

Other General Administration

- Assist Managers or Unit Director with preparing outgoing notices or reports when need
- Assist Property Managers in the field when needed (i.e. building visits, home visits)
- Assist the unit with entry of invoice payment vouchers or repair requests as needed
- Other duties as needed

Qualifications:

- Minimum of 2 years of relevant experience providing administrative support in asset and property management for rent stabilized properties in New York City with a preference for asset and property management experience in NYC affordable housing subject to regulatory agreements
- Associate's degree required, bachelor's degree preferred
- LIHTC certification preferred, or ability to pass LIHTC certification exam within 6 months of hire
- Bi-lingual Spanish/English or Mandarin/English preferred
- Friendly, professional demeanor with strong interpersonal skills
- Organized with excellent communication and computer skills
- Reliable and able to collaborate with a diverse range of individuals
- Good judgment and demonstrated ability to manage confidential data
- Demonstrated commitment to FAC's mission of racial, economic, and social justice

Compensation:

\$52,000 to \$58,000 annually, commensurate with experience; competitive benefits package including full health and dental insurance (1st of the month following 60-day waiting period), 35-hour work week, group life insurance, generous accrued paid time off and access to retirement savings and flexible spending plans.

To Apply:

E-mail cover letter and resume with "Property Management Associate" in the subject line to jobs@fifthave.org by April 2nd, 2026.

FAC is an equal opportunity (EEO) employer.