



Property Management Position

Open until filled

ABOUT BCLT

The Bolinas Community Land Trust is a grassroots community organization with the mission to sustain and support the Bolinas community through long term affordable housing. The BCLT is dedicated to helping to preserve the culture and connections of a small town while also creating opportunities and environments to expand equity, inclusion, and creativity in order to meet the changing needs of the world today.

ABOUT BOLINAS

Bolinas is a small and vibrant town, home and haven to hardworking, creative, outspoken and those who value the natural environment that holds us all. The culture of the community has always been driven by the people who live here, participating in all aspects of town life, politics, and planning. Bolinas has a long history of being rooted in counterculture trends and beliefs, making any change something that is felt strongly and questioned out of love and dedication to the place and people. The community values its socioeconomic and cultural diversity as assets to be protected.

POSITION DESCRIPTION

The property manager of the BCLT oversees and completes the repair and maintenance for all BCLT properties, keeping records and communication with tenants for rent and lease agreements, and being the point person for tenants for any issues to do with their homes. The property manager must be a skilled repair and maintenance specialist with experience in property management, they must be a good communicator and someone who is a people person and enjoys challenges and finding solutions. They must be good at multitasking and prioritizing projects based on health and safety, as well as budget while communicating on an ongoing basis with tenants and staff. Weekly duties change based on the needs of the different properties.

COMPETENCIES

- Bilingual preferred (Spanish English)
- People person – You recognize your work is about making people feel at home
- Compassion and patience for people’s privacy, differing levels of trust and interest in communication

- Understanding of West Marin life and Bolinas while also coming to the job without biased relationships or one-sided perspectives. Equity in perspective and ability to come to the job with understanding but not opinion is valued.

CURRENT REQUIREMENTS AND DUTIES

- Experience of property management
- Background in trades and repair work
- Experience prioritizing projects based on importance.
- Experience working within a budget and within an organization.
- Ability to manage expectations
- Detail oriented
- Time management
- Excellent communication skills (one on one, within a group and written)
- Enjoys and excels in working with a team.
- Ability to be a bridge between perspectives and experiences while remaining open and unbiased
- Experience managing multiple projects at once.
- Experience with conflict resolution
- Organized
- Excellent record keeping
- Comfort and familiarity with standard software programs and services

REQUIREMENTS

- Full-time at 32-hours / week
- 4 days in person weekly at minimum (some hybrid from home work optional)
- Available for on call needs with communication to tenants and staff when out of town

WAGE WITH POTENTIAL GROWTH

- \$35 per hour to start
- Vacation, Sick, Holiday, and Health stipend

TO APPLY

Send a cover letter and resume to info@bolinaslandtrust.org (subject: Property Manager Position)