



Leasing and Compliance Coordinator

Housing Alexandria (HALX) is a non-profit affordable housing developer and owner. [Click here](#) to learn more about our history, mission, vision, and values.

Purpose of Position

The Leasing and Compliance Coordinator team member will drive and sustain occupancy by executing strategic Low-Income Housing Tax Credit (LIHTC) leasing and renewal initiatives, enhancing the community's visibility and reputation through innovative marketing efforts, and fostering meaningful resident experiences. The team member will work to increase resident retention by addressing resident concerns, assisting in property inspections, supporting Resident Services programs, and maintaining consistent communication.

The ideal candidate has strong research methodologies, data analysis, communication, and critical thinking skills. They are fluent in Spanish and have excellent customer service skills. This position reports to the Leasing lead.

Primary Responsibilities

Leasing & Renewals

- Lead efforts to acquire new residents by conducting property tours, responding to inquiries, and guiding prospects through leasing.
- Execute all leasing activities, including application processing, fee collection, lease preparation, move-in coordination, and compliance with Fair Housing, LIHTC, and Affordable Housing laws and regulations.
- Complete the renewal process to retain current residents, ensuring proactive communication, addressing resident concerns, and securing renewal documentation.

Compliance

- Perform all income certifications including annual and others, as required
- Secure all documentation from tenants/candidates as required
- Create Tenant Income Certifications (Form: TIC)
- Prepare Income certifications for manager approval and sign-off
- Maintain resident leases and prepare compliance reports, as required
- Assist in property inspections, consistent reporting, and maintaining the property tour ready.

Community & Resident Engagement

- Maintain positive and consistent resident communication by addressing questions, concerns, and creating feedback opportunities.
- Support Resident Services by assisting with community programs and events and fostering a positive living experience.
- Execute community marketing efforts, including online presence, social media management, and updates to the property website.
- Promote community visibility by engaging in local outreach and hosting on-site events to attract prospective residents.
- Maintain partnerships with local organizations, such as courtesy officers, sustainability initiatives, and other community-focused programs.

Ongoing Work

- Leverage technology, including Entrata, to streamline operations and enhance the resident experience.



- Maintain professional and technical knowledge by completing required training, obtaining necessary certification, attending subject-relevant educational workshops, and reviewing professional publications.
- Ensure accurate and up-to-date record-keeping for all leasing, marketing, and resident activities.
- Support HALX fundraising and brand-building campaigns.
- Foster Housing Alexandria's mission, culture, values, strategic plan, and commitment to diversity, equity, and inclusion.
- Perform other duties as directed.

Required Skills and Qualifications

- Spanish speaking, reading, and writing fluency.
- Minimum of one year experience in LIHTC and affordable housing leasing, marketing, or property operations, with a strong focus on customer service.
- Proficient in affordable housing application and LIHTC compliance process
- Tech-savvy, with the ability to navigate property management software (Entrata) and update online platforms effectively.
- Strong interpersonal and communication skills, with a professional and approachable demeanor.
- Organized and detail-oriented, with the ability to manage multiple tasks and priorities efficiently.
- Commitment to supporting Housing Alexandria's mission, values, and commitment to diversity, equity, and inclusion.

Beneficial Skills and Qualifications

- Familiarity with Landlord-Tenant and Fair Housing laws.
- Proficiency in property management software (Entrata).
- Comfortable with various responsibilities, including day-to-day administrative tasks and big-picture strategic projects, which may evolve.
- Experience aiding individuals and groups facing difficulties such as economic disadvantage, unemployment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, and inadequate housing.

Position Requirements

The Leasing and Compliance Coordinator is a full-time permanent position that requires the team member to work eight-hour shifts onsite in the community office Monday through Friday. Some weekends and evenings are also required. Travel within the City of Alexandria is sometimes required.

Is this position right for you?

We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Candidates with lived experience in the services we provide are highly desired. We value a diverse workplace and prioritize an inclusive climate without discrimination and harassment during the application process and after you join the team.

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about Housing Alexandria's mission and think you have what it takes to be



successful in this role, even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

Salary and Benefits

Commensurate with experience. \$21hr to \$24hr.

Housing Alexandria's benefits package includes 100% employer-paid individual medical, dental, vision, life, and disability insurance. It also includes up to 5% matching 401(k), parental leave, HSA, tuition assistance, paid networking opportunities, a wellness program, robust paid time off, and more.

How to apply

Please submit a resume and cover letter to resumes@housingalexandria.org. **Only resumes that include a cover letter will be considered.** Professional references are required as part of the interview process.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Housing Alexandria is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.