

Please Post

POSITION(S) AVAILABLE ...

THE SHARING COMMUNITY, INC. is a dynamic, minority-controlled, church-sponsored (but separately incorporated), multi-service community-based organization. Currently we offer programs that offer the widest possible continuum of care to the homeless, hungry and ill residents of southwest Yonkers - **from emergency shelter and food programs, supportive services as well as transitional and permanent housing.** We are seeking to fill the following position(s):

HOUSE MANAGER – TRAVERS HOUSE

REQUIREMENTS	Bachelor's degree plus 4 yrs. experience in human services, at least 2 years in a supervisory capacity; Master's degree and 2 yrs. experience, or satisfactory equivalent. Must have valid NYS driver's license. Must have strong interpersonal and communication skills, be organized, self-starter, willing and able to implement program policies and procedures, and be computer literate
JOB DESCRIPTION	The House Manager is responsible for all day-to-day aspects of Travers House – including staffing, maintenance/upkeep/and repair, safety of staff and occupants, building security, DSS billing (transitional housing), rent collection (permanent housing) and program budget. The House Manager must be accessible 24 hours a day/7 days a week by cell phone.

Reports To: Director of Program Services
 Salary: Competitive with Benefits
 FTE: 40 hours a week
 Start Date: Immediately
 Contact: Fax Resume to (914) 969-7877
 Email: hr@thesharingcommunity.org
 Date of Posting: October 17, 2018

The Sharing Community, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, sexual orientation, non-disqualifying physical or mental disability, or other non-merit factors.