

# Property Management Coordinator

**Salary**

\$28.55 - \$34.74 Hourly

**Location**

360 Church St SE Salem, OR

**Job Type**

Fulltime-Career

**Job Number**

26-0088 SHA-01

**Department**

Urban Development Dept

**Org**

UD Housing Admin

**Opening Date**

03/30/2026

**Closing Date**

4/26/2026 11:59 PM Pacific

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Job Summary**

*This is a Salem Housing Authority position, which is a separate employer from the City of Salem.*

**Make an impact:**

Supportive housing is an innovative and proven solution that helps people facing complex barriers to housing thrive and break the cycle of homelessness. Supportive housing combines affordable housing with support services that help people who face the most complex challenges to live with stability, autonomy, and dignity.

Salem Housing Authority is a mission-based organization. This Property Management Coordinator performs a variety of tenant relations and property management tasks for assigned properties owned, operated and/or managed by Salem Housing Authority. This position will be assigned to work in Permanent Supportive Housing, which requires patience, compassion and understanding. The Housing Authority collaborates with community partners to serve our most vulnerable population, including individuals who may have been previously unhoused. Due to the regular on-site interactions required, this position is not eligible for remote work.

**Learn and grown:**

The Housing Authority of the City of Salem values employees and their professional development and we pride ourselves on providing a great work-life balance. We are committed to growing the capabilities of our people, where you can work with diverse individuals, explore new ways of thinking, and expand your capabilities. We invite you to apply and join our team!

**What you will do:**

The Property Management Coordinator communicates directly with residents, post rent payments, addresses delinquent accounts, enforces lease terms, reviews, analyzes, and verifies that resident files are maintained in compliance with applicable regulations and Landlord-Tenant Laws in the State of Oregon. In addition to managing the day-to-day operations of a small portfolio of properties, the Property Management Coordinator is responsible for completing initial, annual, and interim eligibility certifications for residents, including verifying income, assets, and expenses. This role ensures compliance with various federal, state, and local housing programs, including Section 8 Project-Based Rental Assistance, Section 202, Low-Income Housing Tax Credits, HOME Investment Partnerships Program, and others.

This role requires strong attention to detail and computer proficiency. The Property Management Coordinator will work closely with residents to determine eligibility, facilitate access to social services to help residents maintain independent housing, and coordinate with supportive service providers at supportive housing sites, other SHA staff members, social service agencies, and City of Salem departments, as needed, to provide safe and affordable housing to low-and moderate-income households.

**Office location and work schedule:**

This position will primarily be working independently at a satellite office. The job duties of this position are performed in-office or in the field at our properties during our standard business hours of 7:30 A.M. to 4:30 P.M. Monday through Friday. The Property Management Coordinator may be assigned to work from the main Salem Housing Authority office at 360 Church Street, Salem, OR 97301.

**What can we offer you for all your hard work?**

- 5% Bilingual incentive for qualifying candidate.
- Medical, dental, and vision coverage for you and your family.
- Paid vacation and sick time in accordance with City policies.
- Competitive pay.
- Employer-paid PERS contribution of 6%.
- Opportunity for voluntary pre-tax contributions to a 457b account.
- Health care and dependent care flexible spending accounts.
- Voluntary long-term care.
- Employee wellness program.
- Employee assistance program.
- The City of Salem offers a comprehensive and equitable base salary within the listed range based on your experience, skills, and education. We encourage you to clearly describe how you meet the minimum qualifications and essential attributes in your application materials. [Learn more about Equal Pay.](#)

**What are the minimum qualifications?**

- Must pass the pre-employment background check.
- Must have an Oregon Driver license and have a driving record that meets the SHA of Salem's driving standards.

- Bachelor's degree from a college or university program in business administration, public administration, or a related field depending on area of assignment; and one year of professional administrative level experience involving review, analysis, and preparation of recommendations, development of administrative policies, procedures and systems, or an Associate degree with three years of experience in federally assisted housing programs, low-income housing, rental property management, landlord/tenant relations counseling, and mediation skills; or any combination of education, experience, and training that demonstrate possession of the knowledge, skills, and abilities as listed, and ability to perform the essential job functions.
- Hiring managers do not have access to view resumes as part of the application review process, please make sure to give detailed information in your application that includes your experience, knowledge, skills, and abilities as requested in the supplemental questions and job advertisement.

**Preferred Qualifications (Not required to apply):**

- Experience working with vulnerable populations, including unhoused families and individuals, survivors of domestic violence, individuals in recovery from alcohol/substance abuse, individuals with disabilities, and others is preferred.
- Experience with Coordinated Entry/Continuum of Care programs, rental housing, transitional housing, and/or shelter management is preferred.
- Industry standard certifications may be preferred depending on area of assignment.
- Certification and/or formal training in Low Income Housing Tax Credit (LIHTC) compliance or other regulated housing program(s) is preferred.
- Bilingual proficiency preferred.

**About us:**

Salem is the second largest city in Oregon and the capital city. Centrally located in the Willamette Valley, Salem is 49 square miles in size and extends across two counties, Marion and Polk. The community has well-established neighborhoods and carefully preserved historic buildings with wide diversity and a family-friendly ambiance. The city is home to nearly 180,000 residents. For a full community profile detailing demographics and housing statistics, visit the [City of Salem website](#).

The City of Salem organization has eight primary departments: Community Services, Finance, Fire, Enterprise Services, Legal, Police, Public Works, and Community Planning and Development. Several departments also have functional divisions within their department. The City of Salem employs roughly 1,350 talented and dedicated staff members and works collaboratively with five labor unions.

**Where can I find out more about the position?**

Go to the menu option for Class Specifications and search for [Admin Analyst HA, I](#).

If you would like to learn more about the Salem Housing Authority, please visit our website at [www.salemhousingOR.com](http://www.salemhousingOR.com).

### **How can I apply?**

The City of Salem and Salem Housing Authority invites individuals of all diverse communities and backgrounds to apply for our available job opportunities as we strive to provide the best service to everyone. The City of Salem is committed to providing equal employment opportunities to all and has a culture that values diversity, equity, and inclusion. We believe that by welcoming differences, encouraging new ideas and views, listening to, and learning from each other, we are better able to serve the community.

To apply, click on the green "Apply" button to complete your application. Hiring managers do not have access to view resumes as part of the application review process. Please ensure that the details of your application, including work history, demonstrate how you meet the qualifications for the position.

[Click here to fill out the Section 3 Employment Preference Form \(Download PDF reader\)](#) and submit with your employment application.

Applicants that meet the minimum qualifications as outlined above but not selected for this position may be placed on an eligibility list, and candidates may be hired from the list. Eligibility lists are valid for six months. The City will send email notifications to eligible candidates about potential hiring opportunities so please ensure your email settings accept our system generated email notifications.

### **HOUSING AUTHORITY OF THE CITY OF SALEM STATEMENT OF NONDISCRIMINATION**

The Housing Authority of Salem does not discriminate against any person due to disability, race, color, religion, sex, source of income, familial status, national origin, actual or perceived sexual orientation, gender identity, marital status and/or domestic partnership in accessing, applying for, or receiving assistance, or in treatment or employment in any of its programs and activities.

The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8, dated June 2, 1988):

Jane Kasharina, Compliance Analyst, Salem Housing Authority, 360 Church Street SE, Salem OR 97301

(503) 373-3809 | [compliance@salemhousingor.com](mailto:compliance@salemhousingor.com) | TDD users: Dial 711

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For more information about employment at the City of Salem, please visit our website at [www.cityofsalem.net/jobs](http://www.cityofsalem.net/jobs).

This announcement is not an implied contract and may be modified or revoked without notice.

**Employer**

City of Salem

**Address**

295 Church St. Suite 210

Salem, Oregon, 97301

**Phone**

503-588-6102

hrrecruiting@cityofsalem.net

**Website**

<https://www.cityofsalem.net/jobs>