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EMPLOYMENT OPPORTUNITY

10/06/2026

ASSISTANT COMMUNITY MANAGER

Property Management Department is seeking an Assistant Community Manager for a LIHTC apartment community located in the Ft. Lauderdale area. Responsible for assisting the Community Manager with all facets of the daily operation of the property. Duties will include assisting with staff management, Compliance management marketing, leasing, renewals, collections, and financial reporting. Must have outgoing personality, strong communication skills and be able to multi-task.

QUALIFICATIONS:

- High school diploma or equivalent is required; some college preferred.
- Minimum 2-3 years property management/leasing experience preferred; Project Based Section 8, Tax Credit experience preferred.
- Computer literacy required, MS Word, Excel, and Outlook. Yardi 7, Elevate, Yardi 8 experience strongly preferred.
- Excellent interpersonal skills.
- Must have a valid Florida Drivers' License.

STARTING SALARY RANGE: $43,400 – 54,033

Excellent Benefits Package

Qualified candidates should fax or e-mail their resume and send a letter of interest to the Human Resources Department.

Fax 954-556-4122/ or e-mail jobs@hacfl.com

NO PHONE CALLS OR WALK-INS

Open Until Filled

EQUAL OPPORTUNITY EMPLOYER