



Your Affordable Housing Partner

226 Holiday Drive, Suite 20 • White River Junction, VT 05001

802.291.7000 • Fax: 802.291.7273 • TTY: 711

Email: info@tphtrust.org • Website: tphtrust.org

Resident Manager Position Description

Twin Pines Housing Trust (TPHT) is seeking a **Resident Manager** to spend approximately 20 hours per week performing on-call, maintenance, cleaning, and other property management duties at The Village at Crafts Hill property in West Lebanon, NH.

Compensation for this position is use of a two-bedroom apartment which includes utilities (heat, electric, hot water and trash). There is no hourly wage for this position.

Examples of duties are:

- Provide access to vendors, contractors, inspectors and others.
- Daily walk-through of the buildings.
- Show apartments for rent.
- Respond to tenant complaints and concerns.
- Respond to maintenance emergencies and coordinate appropriate response.
- Document all property incidents, complaints, requests and emergencies.
- Provide routine janitorial duties, inspection and cleaning of vacant apartments, sidewalk snow removal, and light grounds work ensuring the property is litter free.
- Minor maintenance tasks such as changing light bulbs and installing window air conditioners.

For more information, contact **Jennie Gibson** at:

Phone: 802.291.7000

Email: Jennie.Gibson@tphtrust.org