



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: Compliance Coordinator  
Reports to: Director of Property Management  
FSLA: Exempt

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates thirteen properties totaling 465 units of affordable housing, with another four properties and 120 units under development, and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing and social services for affordable housing communities in the heart of the Nation's Capital. Jubilee's model of Justice Housing is affordable to those with the fewest financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible, and near services that support residents as they pursue educational and career attainment.

#### **POSITION DESCRIPTION:**

Jubilee Housing is looking for a Compliance Coordinator to join our Property Management team. In this role, you will be responsible for ensuring that all policies and procedures from Washington, DC and Affordable Housing agencies are communicated to, and implemented by, site managers and senior staff. You will be responsible to work directly with our Compliance Manager and the Property Management department to establish a network of training, complete compliance reviews, monitor property-specific compliance requirements, and provide direct support to the assigned portfolios to ensure properties are meeting or exceeding regulatory requirements across various agencies and organizations.

#### **SPECIFIC DUTIES:**

- Work with Compliance Manager to complete all Recertifications
- Assist Community Managers with initial Certifications
- Ensure compliance with all LIHTC rules and regulations.
- Work closely with various DC agencies (DCHA, DBH, DHS, DHCD, DCRA)
- Assist with managing the various rental subsidies (HVCP, LRSP, MFP, HOME FIRST)
- Assist in leading team by example, adhering to and appropriately updating all written policies and procedures.
- Prepare the property, resident files, property binders, and office for audits and inspections.
- Assists with processing new applications and set up in OneSite.
- Ensure timely and accurate completion of forms, reports, and financial data for all households.
- Other duties as assigned

**DESIRED QUALIFICATIONS:**

- Fair Housing Certification or attainment within 30 days of employment.
- Certified Occupancy Specialist (COS) and Tax Credit Specialist (TCS),
- DC Leasing License
- Experience in affordable housing and/or property management is preferred.
- Must be proficient in Microsoft Excel and Word.
- Experience with Onesite is a plus.

**BENEFITS:**

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a 403b matched contribution retirement plan.

**BACKGROUND CHECK AND DRUG SCREENINGS:**

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background check as a condition of employment.

Drug test results do not automatically preclude you from being considered for employment. We recognize that each candidate's circumstances may differ, and we evaluate all aspects of your application and qualifications before making a final decision.

**REFERENCES:**

Please be prepared to provide 3 professional references if you are selected for this role.

**HYBRID WORK MODEL:**

Three-day, onsite hybrid work schedule required; agreed upon schedule with manager.

**TO APPLY:**

Visit <https://ats.rippling.com/jubilee-housing/jobs>.

*Jubilee Housing is an Equal Opportunity Employer*