Position Announcement

PathStone is seeking a **Property Assistant** to assure efficient and smooth daily operations of the office in Rochester, New York.

**who**

**us**

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone Management Corporation’s vision is to provide exemplary property management services to affordable housing communities. By focusing on our residents and providing safe and decent housing, the communities where PathStone housing is located become stronger.

**What sets PathStone apart from the rest?**

- PathStone’s two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don’t know until we try” is why we have continuously developed innovative programs over the last 40 years.

**you**

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

**What sets you apart from the rest?** Specifically, you have the following skills, experience and/or education:

- High school diploma
- Prior secretarial experience or equivalent training with one year of experience in business environment
- Primary technical and interpersonal skills in the secretarial field are required
- Typing skill of 60 wpm
- Basic computer skills

**what**

This is a full-time position. The Property Assistant is responsible for providing clerical support and assistance to the Regional Property Manager and to assure efficient and smooth daily operations of the office. Specifically, this position is responsible for:

- Answering telephone calls, maintaining a message system for unavailable staff, providing routine information to callers and walk-ins, and greeting and directing visitors
- Preparing and processing accounts including office expenditures, time sheets, Payscan, data transmittals, and orders supplies and data forms
- Typing and proofreading official and routine correspondence for staff
- Completing all accounts payable and reviewing all other office invoices
• Maintaining office/resident files including records of all outgoing correspondence, procedural memos, resident files, work orders and mail
• Assisting in completing resident eligibility and property move in forms, monthly reports, emergency and preventative work orders, and screen all for correctness prior to mailing

where
This position is located in Rochester, New York.

when
This position is available immediately.

why
PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

• Salary is based on demonstrated experience and qualifications
• Health insurance for eligible employees
• Pension plan for eligible employees with an employer contribution
• Annual cost-of-living adjustment and merit-based pay increases
• Generous vacation and holidays
• Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how
Please submit your resume to apply@pathstone.org, with “181-20” in the subject line, no later than February 12, 2021.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.