



**NEIGHBORS OF  
WATERTOWN, INC.**

**A Neighborhood Preservation Company  
Serving Watertown Since 1969**

Company: Neighbors Of Watertown, Inc.  
Job Title: Site Manager  
Status: Non-exempt, Full time (40 hours per week)

**Description:**

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. This includes residential rental units in buildings that have tax credit, HUD, Section 8 Housing Choice Vouchers and/or other selection criteria that must be followed.

We are seeking a Site Manager to oversee compliance for new and existing tenants in buildings located within the City of Watertown and/or the Village of Philadelphia area.

**Responsibilities include:**

- Determining if potential tenants meet income qualifications and other guidelines
- Overseeing the ongoing compliance of current tenants
- Working closely with maintenance and/or support services
- Processing move ins and move outs and annual recertifications
- Answering phone calls and handling walk-ins
- Inputting data into the computer
- Providing occupancy information as needed
- Other duties as assigned

**Qualifications:**

- High School diploma or GED
- Basic working knowledge of Word and Excel
- Excellent customer service skills
- Works well with other staff to obtain needed information
- Ability to work independently, juggle priorities, and schedule duties appropriately
- Familiar with Section 8 housing voucher rules and procedures
- Knowledge of other benefits programs that are available to assist tenants
- Tax Credit (LIHTC) compliance or Assisted Housing Manager (AHM) training preferred
- Experience with BostonPost software is a plus

