



## Leasing Agent – Part-Time, Temporary Contract

### Position Summary

The Chaffee Housing Authority (CHA) is seeking a Part-Time, Temporary Leasing Agent to start as soon as possible to support our growing rental portfolio, including properties in Salida and Buena Vista. This role serves as a core operator in the daily execution of leasing activities, ensuring that affordable housing units are filled efficiently while maintaining a resident-first service approach. The Leasing Agent will work closely with the Property & Asset Manager and is essential to the day-to-day functioning of CHA's rental operations.

### Key Responsibilities

- **Core Leasing Duties:** Manage and convert inbound inquiries from prospective residents, conduct community tours, and drive leasing velocity through proactive follow-up and relationship building.
- **Application Processing:** Review, underwrite, and process rental applications, including income qualification and background screening in compliance with Fair Housing regulations.
- **Tenant Record Management:** Maintain accurate and organized resident financial records and files in property management systems like Turbo Tenant.
- **Lease Administration:** Execute lease documentation, coordinate move-in logistics for approved applicants, and assist with annual re-certifications for long-term tenants.

### Required Qualifications

- Minimum of one year of professional experience in property management, real estate, or a related customer-facing industry.
- Strong computer proficiency in Google Suite and the ability to quickly learn property management software.
- Valid Driver's License with a satisfactory driving record.
- Excellent verbal and written communication skills with a friendly, professional demeanor.
- Well organized, self directed, and an ability to multi-task, prioritize, and make sound independent decisions.

## Preferred Qualifications

- Spanish-speaking proficiency.
- Prior experience with affordable housing administration or Fair Housing certification.
- Familiarly with the mission of CHA.

## Compensation & Term

- **Pay Range:** \$26.00 – \$30.00 per hour, depending on experience.
- **Terms:**
  - Temporary/Part-Time, 20-30 hours per week, with the possibility of extension based on community needs and portfolio growth.
  - CHA will be conducting a search for a full time Property Manager. This Leasing Agent contract position fills the gap until that time. This role is anticipated to be 2-5 months depending upon the hiring process.
  - Potential for ongoing work with CHA upon successful completion of initial contract.

## Working Conditions

As a contract position, the contractor is able to work from their office/home. For showings, the Leasing Agent is anticipated to focus on the northern end of the county, specifically Buena Vista and Johnson's Village. The Leasing Agent is requested to spend 4 hours per week at the CHA office due to the complexity of affordable housing and need for close coordination with CHA staff. Showings of units occur at non-business work hours to accommodate the Chaffee County workforce and flexibility is required to show apartments after 5:00 p.m. and occasionally on weekends. CHA is open to establishing specific open house hours to support a stable schedule.

## Benefits

No benefits are provided for contract or part-time positions.

## To Apply

Submit a letter of interest sharing your qualifications for the position, the hours you would be available to work, and a resume to the Executive Director at [marjo@chaffeehousingauthority.org](mailto:marjo@chaffeehousingauthority.org) no later than May 30, 2026. Applications will be evaluated on a rolling basis as they are received.

**Chaffee Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.**