



*Empowering families for nearly 25 years
by providing safe, high-quality, affordable housing
and support services.*

Memorandum

Date: February 1, 2018
To: All Staff
From: Jennifer Martinez
Re: Position Announcements

Position: Administrative Assistant to the Vice President of Resident Services
Location: Home Office, San Antonio, Texas
Posted: December 22, 2017
Comments: The administrative assistant supports the Vice President of Resident Services in the development of resident supportive services duties, budget monitoring and invoicing, and coordinating ongoing education for Services Managers at affordable housing properties sponsored by Prospera Housing Community Services and other (non PHCS) properties under management contract. Performs daily administrative duties, maintains administrative files and information for the Vice President of Resident Services. Maintains property specific information regarding services programs and supports department initiatives.
To Apply: Please email your resume and cover letter to:
residentservices@prosperahcs.org

Position: Regional Services Manager
Location: Corpus Christi, Texas
Posted: January 10, 2018
Comments: The Regional Services Manager evaluates, supervises and provides administrative oversight of supportive services staff for various properties in the company's portfolio. They oversee the implementation of activities and program initiatives for Prospera Housing Community Services (PHCS) tailored to the following:

- Strengthening through Education
- Communities Prosper
- Economic Stability

Under the Director of Resident Services, this position conducts budget monitoring and oversees implementation resident services initiatives and policies at affordable housing properties sponsored by PHCS and other (non PHCS) properties under management contract.

The position requires thorough management of Services Managers' performance while ensuring compliance with company policies, procedures, and adherence to Quality Assurance/federal regulations. They identify technical support and provide training areas for on-site staff regarding services and Community Learning Center programs. A Regional Services Manager directs integration and teamwork amongst all site staff to achieve a mission driven community.

To Apply: Please email resume to our VP of Resident Services, Carmen Hancock, at: CarmenH@prosperahcs.org

Position: Property Manager

Location: Bavarian Manor Apartments, New Braunfels, Texas

Posted: February 1, 2018

Comments: Supervise and direct work for all staff on the site; operate the property in compliance with the local State and Federal regulations; maintain property in peak operating condition including appropriate curb appeal; work collectively with service staff or Services Manager; support resident initiatives. Travel as Required.

To Apply: Please email resume to Jana Kinsey at JanaK@prosperahcs.org

Position: Property Manager

Location: Hacienda Del Sol Apartments, San Benito, Texas

Posted: February 1, 2018

Comments: Supervise and direct work for all staff on the site; operate the property in compliance with the local State and Federal regulations; maintain property in peak operating condition including appropriate curb appeal; work collectively with service staff or Services Manager; support resident initiatives. Travel as Required.

To Apply: Please email resume to Sara Eichelberger at SaraE@prosperahcs.org

Position: Property Manager

Location: Calallen Apartments, Corpus Christi, Texas

Posted: February 1, 2018

Comments: Supervise and direct work for all staff on the site; operate the property in compliance with the local State and Federal regulations; maintain property in peak operating condition including appropriate curb appeal; work collectively with service staff or Services Manager; support resident initiatives. Travel as Required.

To Apply: Please email resume to Sara Eichelberger at SaraE@prosperahcs.org

Position: Property Manager
Location: Arbor Place Apartments, San Antonio, Texas
Posted: January 23, 2018
Comments: Supervise and direct work for all staff on the site; operate the property in compliance with the local State and Federal regulations; maintain property in peak operating condition including appropriate curb appeal; work collectively with service staff or Services Manager; support resident initiatives. Travel as Required.
To Apply: Please email resume to Assistant Director of Operations, Casey Patton, at CaseyP@prosperahcs.org

Position: Services Manager
Location: American GI Forum Village, Robstown, Texas
Posted: January 9, 2018
Comments: The Services Manager will be responsible for coordinating and implementing various resident oriented activities with the goal of developing a cohesive community. The Service Manager will also provide support for resident organizations and will develop programs and activities in response to resident needs. Individuals in this position regularly exercise discretion and independent judgment in performing these duties.
To Apply: Please email resume to residentservices@prosperahcs.org

Position: Services Manager
Location: Meadow Park Village Apartments, Lockhart, Texas
Posted: December 15, 2017
Comments: The Services Manager will be responsible for coordinating and implementing various resident oriented activities with the goal of developing a cohesive community. The Service Manager will also provide support for resident organizations and will develop programs and activities in response to resident needs. Individuals in this position regularly exercise discretion and independent judgment in performing these duties.
To Apply: Please email resume to residentservices@prosperahcs.org

Position: Services Manager
Location: Nolan Terrace Apartments, Luling, Texas
Posted: December 15, 2017
Comments: The Services Manager will be responsible for coordinating and implementing various resident oriented activities with the goal of developing a cohesive community. The Service Manager will also provide support for resident organizations and will develop programs and activities in response to resident needs. Individuals in this position regularly exercise discretion and independent judgment in performing these duties.
To Apply: Please email resume to residentservices@prosperahcs.org

Position: Services Manager (Part-Time)
Location: Samuel Place, Corpus Christi, Texas
Posted: September 14, 2017
Comments: The Services Manager will be responsible for coordinating and implementing various resident oriented activities with the goal of developing a cohesive community. The Service Manager will also provide support for resident organizations and will develop programs and activities in response to resident needs. Individuals in this position regularly exercise discretion and independent judgment in performing these duties.
To Apply: Please email resume to residentservices@prosperahcs.org

Position: Services Manager
Location: Cunningham Manor Apartments, Brownsville, Texas
Posted: September 14, 2017
Comments: The Services Manager will be responsible for coordinating and implementing various resident oriented activities with the goal of developing a cohesive community. The Service Manager will also provide support for resident organizations and will develop programs and activities in response to resident needs. Individuals in this position regularly exercise discretion and independent judgment in performing these duties.
To Apply: Please email resume to residentservices@prosperahcs.org

Position: Services Manager
Location: Lantana Square, Corpus Christi, Texas
Posted: July 21, 2017
Comments: The Services Manager will be responsible for coordinating and implementing various resident oriented activities with the goal of developing a cohesive community. The Service Manager will also provide support for resident organizations and will develop programs and activities in response to resident needs. Individuals in this position regularly exercise discretion and independent judgment in performing these duties.
To Apply: Please email resume to residentservices@prosperahcs.org

Position: Maintenance Technician
Location: West Durango Plaza Apartments, San Antonio, Texas
Posted: January 23, 2018
Comments: Perform routine maintenance duties such as caulking, painting, basic electrical, plumbing, repairing windows and carpentry repairs as needed to keep property in rentable condition.
To Apply: Contact Damaris Acosta, Property Manager at 210.435.1051

Position: Maintenance Technician
Location: Arbor Place Apartments, San Antonio, Texas
Posted: January 23 2018
Comments: Perform routine maintenance duties such as caulking, painting, basic electrical, plumbing, repairing windows and carpentry repairs as needed to keep property in rentable condition.
To Apply: Contact Casey Patton, Asst. Director of Operations at 210.821.4300

Position: Maintenance Technician
Location: Lexington Manor Apartments, Corpus Christi, Texas
Posted: January 9, 2018
Comments: Perform routine maintenance duties such as caulking, painting, basic electrical, plumbing, repairing windows and carpentry repairs as needed to keep property in rentable condition.
To Apply: Contact Eunice Garza, Property Manager at 361.852.1962

Position: Maintenance Technician
Location: La Risa Apartments, San Antonio, Texas
Posted: December 1, 2017
Comments: Perform routine maintenance duties such as caulking, painting, basic electrical, plumbing, repairing windows and carpentry repairs as needed to keep property in rentable condition.
To Apply: Contact Isabel Meza, Property Manager at 210.736.4884

Position: Maintenance Technician
Location: Casa De Manana Apartments, Corpus Christi, Texas
Posted: August 18, 2017
Comments: Perform routine maintenance duties such as caulking, painting, basic electrical, plumbing, repairing windows and carpentry repairs as needed to keep property in rentable condition.
To Apply: Contact Esmeralda Garcia, Property Manager at 361.888.4091

Position: Maintenance Technician
Location: Poesta Creek Apartments, Beeville, Texas
Posted: February 13, 2017
Comments: Perform routine maintenance duties such as caulking, painting, basic electrical, plumbing, repairing windows and carpentry repairs as needed to keep property in rentable condition.
To Apply: Contact Rodney Garza, Property Manager at 361.358.8342

Position: Porter
Location: Oak Manor Apartments, San Antonio, Texas
Posted: July 11, 2017
Comments: Perform routine cleanup duties such as picking up trash daily and administrative duties as assigned by the on-site manager such as running errands, posting notices, etc.
To Apply: Contact Maria Bautista, Property Manager at 210.655.0421