



Empowering families for nearly 25 years

by providing safe, high-quality, affordable housing

and support services.

Memorandum

Date: March 26, 2018
To: All Staff
From: Christina Alviso
Re: Position Announcements

Position: Assistant Manager
Location: Hacienda Del Sol Apartments, San Benito, Texas
Posted: March 23, 2018
Comments: Assist the On-site Manager in managing one more properties; perform administrative and may supervise maintenance for the physical plant; performs as instructed in the Policy and Procedures Manual; operate the properties in compliance with local State and Federal regulations: maintain property in peak operating condition, collaborate with service staff and/or Services Manager; support resident initiatives.
To Apply: Please email resume to lourdesg@prosperahcs.org

Position: Assistant Manager (Part-Time)
Location: Woodland Creek Apartments, Corpus Christi, Texas
Posted: February 7, 2018
Comments: Assist the On-site Manager in managing one more properties; perform administrative and may supervise maintenance for the physical plant; performs as instructed in the Policy and Procedures Manual; operate the properties in compliance with local State and Federal regulations: maintain property in peak operating condition, collaborate with service staff and/or Services Manager; support resident initiatives.
To Apply: Please email resume to DoraM@prosperahcs.org

Position: Leasing Agent
Location: La Risa Apartments, San Antonio, Texas
Posted: February 23, 2018
Comments: Answer phone, route calls, receive and route messages; receives, sorts and distributes office mail; maintain office supplies at designated levels and places orders to restock; perform various clerical functions such as faxing, copying, and word processing.
To Apply: Please email resume to Casey Patton, Assistant Director of Operations at caseyp@prosperahcs.org

Position: Services Manager (Part-Time)
Location: Sutton Square Duplexes, San Antonio, Texas
Posted: February 23, 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 (Part-Time)
Location: La Risa Apartments, San Antonio, Texas
Posted: February 23, 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: Maintenance Technician (Part-Time)
Location: Cunningham Manor Apartments, Brownsville, Texas
Posted: March 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 Lourdes Guardiola, Regional Manager at 956.361.9900

Position: Maintenance Technician
Location: Hacienda Del Sol Apartments, San Benito, Texas
Posted: March 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 Lourdes Guardiola, Regional Manager at 956.361.9900

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: 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 Amber Escobar, Property Manager at 361.888.4091

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