



Community Manager Training Program

COMMUNITY MANAGER (TRAINING PROGRAM, ENTRY LEVEL)

Due to phenomenal growth, Vision Community Manager is starting a new training program for new community managers. No previous community management experience is required. Upon successful completion of the 60 day training program - consisting of classroom training and in-the-field exercises – up to 4 candidates will be selected as managers who will manage their own portfolios of homeowner associations (HOAs).

We're looking for the best candidates who love serving people, and want to help them improve the communities that they love living in! The ideal candidate is a high-energy, customer-driven problem solver who can get things done. A self-starter who can multi-task and manage multiple customers, budgets, tasks and projects. Someone who enjoys both working from a desk, and also “out in the field” with customers. We are in the people business, with a unique team approach to how we serve our customers. If you love serving people, we want to meet you.

Hours of work: Monday – Friday, occasional weekend + evening board meetings. After initial training period, work is a combination of 60% field work and 40% in-office.

MANAGER TRAINEE - SKILL REQUIREMENTS

- Display a positive team player attitude, with the ability to multi-task.
- Must have excellent interpersonal, verbal and written communication skills.
- Good organization and time management skills
- Computer proficiency with software such as Microsoft Office and Adobe Acrobat

Some travel required, must be able to provide proof of a valid driver’s license and auto insurance

COMMUNITY MANAGER BENEFITS / COMPENSATION

- Starting salary: \$36K-\$38K during training program, and \$48K + after completion of training program and selection as a portfolio manager. Higher salary after training depends upon your training/testing results, and aptitude shown during the training program
- 401(k)
- Company paid medical & dental
- Education & credentialing
- Opportunities for advancement in a fast growing company
- Work in a true team environment, where your co-workers support you, and share ideas and best practices

FOCUSING ON YOUR COMMUNITY'S FUTURE



The **Community Manager** is responsible for the day to day operations of Homeowner Associations (HOAs). Post-training requirements include

- Communicating with HOA Board members and homeowners daily, via phone and e-mail.
- Attending HOA Board meetings, prepare weekly management reports, and manage action item lists
- Perform regular on-site visits to communities in order to proactively oversee the HOA's maintenance issues
- Submitting work orders, and communicate requirements with vendors selected to perform the work, so that the work is completed satisfactorily, and on time
- Perform regular on-site visits to communities to do compliance inspections, and ensure that homeowners are following the HOA's governing documents and other rules/regulations
- Serve as liaison between the HOA Board, homeowners and vendors.
- Participate in and complete company sponsored education, credentialing classes & seminars