

# The MP Eye



A complete listing of career opportunities with Maloney Properties, Inc.

**June 28, 2010**

**Maloney Properties, Inc.** specializes in the management and marketing of large residential properties. In business since 1981, Maloney Properties manages approximately 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in Vermont, Rhode Island and New Hampshire. At Maloney Properties, employees become part of a true, diverse team and work in an environment that fosters learning and professional growth through interaction with other property management professionals in a stable, growing company. We offer our employees a competitive salary and benefits package that includes a 401(k) plan, flexible spending plan, medical insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation. Maloney Properties is an Equal Opportunity Employer.

Maloney Property Employees who refer a qualified candidate for a full-time, non-seasonal, position are eligible for a referral bonus. Please note: exceptions to the policy cover employee referrals to the position of Guest Services Representative for Hotel 140 and for the Berkeley Residence are not eligible for any referral bonus. Questions regarding referrals may be directed to Colleen Moynihan-Kilgore, Recruitment Officer.

To learn more about Maloney Properties, visit our website at [www.maloneyproperties.com](http://www.maloneyproperties.com).

## **Open Positions List**

### **Property Manager**

JAS Properties in Cambridge is seeking a full time Property Manager. JAS is a large, multi-site property and the successful candidate will have experience with the full spectrum of on-site property management and operations functions including budget management, marketing, leasing, rent collections, and staff leadership. Experience must include great customer service skills, strong communication skills, both verbal and written, and computer skills with MS Office and Yardi, and HUD/Sec.8 and LIHTC programs. Interested MPI employees should notify his or her supervisor then contact Mark Kelly, Regional Manager at [mkelly@maloneyproperties.com](mailto:mkelly@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of this Open Positions List.

### **Assistant Property Manager**

Fenno House, Quincy, MA is looking for an experienced assistant property manager or administrative assistant wanted this 150 unit, elderly housing site in Quincy. Property is funded under the 236 program with 31 units covered by Section 8. Responsibilities include rent collection/deposits, certifications/recertifications, wait list management and other clerical duties. Free parking available and the site is also close to public transportation (Redline). For further information about the property, visit our website at [www.fennohouse.org](http://www.fennohouse.org). MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

# Career Opportunities with Maloney Properties, Inc.

## Open Positions List, cont.

### **Human Resource Manager**

Maloney Properties is looking for a Human Resource Manager to provide support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling. The qualified candidate will have at least five years of experience as a human resource professional, possess excellent verbal and written communication and interpersonal skills. Also required are experience with MS Office and great customer service skills. Interested MPI employees should notify his or her supervisor then contact Colleen Moynihan-Kilgore at [cmkilgore@maloneyproperties.com](mailto:cmkilgore@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of this Open Positions List.

### **Resident Service Coordinator**

Heritage Apartments, a 301 unit property in East Boston with a resident profile of elderly, family and persons with disabilities seeks a Resident Service Coordinator. The responsibilities include developing service plans for youth and adults, organizing a consortium of providers including Social Security and Mass Health, providing crisis intervention, making referrals, recruiting volunteers, overseeing interns, communicating through flyers, meetings and newsletters. Responsibilities also include providing administrative support, so solid MS Office skills are also required. A BA, or higher, in Social Work, Psych or Counseling or comparable experience is required. Bilingual Spanish-English or Chinese-English is preferred. Interested MPI employees should notify his or her supervisor then contact Erik Thelen, Regional Manager, at [ethelen@maloneyproperties.com](mailto:ethelen@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

A large Boston property seeks an experienced, dynamic Resident Service Coordinator to oversee resident services. Responsibilities include developing property activities and events calendar, facilitating communication between residents, the property owners and management, making referrals to service providers. A Bachelor's degree, or higher, in Social Work, Psych or Counseling or comparable experience is required. Interested MPI employees should notify his or her supervisor then contact Mark Kelly, Regional Manager, at [mkelly@maloneyproperties.com](mailto:mkelly@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

Monsignor Neagle, a 76 unit elderly property in Malden seeks a part-time, 30-hours per week, Resident Service Coordinator. Responsibilities include, but are not limited to, the initial assessment of services needs for all residents including primary contact with provider agencies, development of programs, services and activities. Responsibilities also include a administrative support with Yardi maintenance reports, wait-list maintenance and other assigned duties and projects. A Bachelors degree, MSW or three years of comparable experience including prior knowledge of available resources are required, and the ability to speak Russian or Chinese is a plus. Interested MPI employees should notify his or her supervisor then contact Sue Johnson [sjohnson@maloneyproperties.com](mailto:sjohnson@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

Fenno House, Quincy, MA is looking for an experience Resident Services Coordinator (RSC)150 unit elderly housing property of which 39 are Assisted Living with daily meals, 24 hour staffing, housekeeping, laundry and full time activities director. This RSC position is new and funded by a 3 year grant from HUD. Prior experience must include providing social services to the elderly essential; prior RSC experience, a plus. Free parking available and the site is close to public transportation (Redline). For more information, please visit our website at [www.fennohouse.org](http://www.fennohouse.org). Interested MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

# Career Opportunities with Maloney Properties, Inc.

## Open Positions List, cont.

### **Administrative Assistant**

Alexander Magnolia Apartments, Dorchester, MA. The successful candidate will have excellent customer service skills, good communication skills, the ability to perform multiple tasks efficiently, be dependable, have experience in office administration and be proficient in Microsoft office. Experience with Yardi, preferred. Interested MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

Ceylon Fields Apartments/Upham's Corner Apartments seeks an Administrative Assistant with excellent customer service skills, good communication skills, and the ability to perform multiple tasks efficiently who is dependable, has experience in office administration and be proficient in Microsoft office. Previous experience with Yardi is a plus. Interested MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

Mattapan Center for Life, Geneva Elderly and Rockland Street Elderly seek a full-time Administrative Assistant to support all three properties. Excellent customer service skills, good communication skills, and the ability to perform multiple tasks efficiently, dependable, with experience in office administration and a proficiency in Microsoft office. bi-lingual Spanish/English or Creole/English, preferred and experience with Yardi, a plus. Interested MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

### **Maintenance Technician**

Alexander Magnolia and Geneva Apartments are looking for a full-time Maintenance Technician properties with basic plumbing, electrical and carpentry skills to cover both properties. Experience in building systems, diver's license and ability to participate in emergency call rotation, excellent communication skills and a strong customer service philosophy are required. Bi-lingual Spanish/English is preferred. Interested, preferred. MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

### **Live-in Resident Responder**

McBride House in Boston, MA is looking for a person to provide on-call coverage from 8PM to 8AM. Ideal candidate will be a responsible person with good interpersonal skills, ability to respond well in emergencies and a quiet life style. Responsibilities include entry desk coverage, Sundays from 3PM to 8PM to provide in-person response to residents. Compensation includes a small one-bedroom apartment with utilities, and a cell phone for local calls. Interested MPI employees should notify his or her supervisor and then contact Joe Salvia, Regional Manager, at [jsalvia@maloneyproperties.com](mailto:jsalvia@maloneyproperties.com). Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

*Applicants may send a resume and cover letter to Careers at Maloney Properties, Inc. by e-mail to [careers@maloneyproperties.com](mailto:careers@maloneyproperties.com), or by fax to 781-237-5078, or by mail to 27 Mica Lane, Wellesley, MA 02481. Employment applications may also be obtained at any of our properties and forwarded to our Wellesley office. Inquiries may be directed to Colleen Moynihan-Kilgore at 781-943-0200, ext. 248.*