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# Example of Community Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of community assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for community assistant

* Assist Community Manager in monitoring corporate and client delinquency rates and collections process for account portfolio
* Maintain property files and unit files
* Assist Community Manager with processing new homeowner welcome packets, if applicable
* Assist Community Manager with issuing of key fobs, pool passes and processing access keys
* Assist Community Manager with ARB (Architectural Review Board) application processing and perform on-site community inspections as necessary
* Assist Community Manager with requests for proposals, repair quotes, insurance notification lists
* Assist Community Manager with update of property fact sheets in C3
* Assist Community Manager in preparing homeowner CC&R violation letter and communicate results of hearings to homeowners within the time frames set by state statues or governing documents as needed
* While the list above is an extensive list of job responsibilities, it is expected that the individual in this position is hands on and flexible in performing, assisting, and/or supervising any necessary task that is requested by our client and/or the management agent
* Receives and responds to incoming calls from homeowners, Board members and vendors

## Qualifications for community assistant

* Conduct daily common area walks and address issues as required
* Organize and maintain all homeowner and administrative files & perform annual association file cleanout in accordance with company standardized hard copy and electronic system
* Assist CM in administrative duties as required
* Maintain an organized workspace
* Complete company training as assigned, attend all mandatory company functions and adhere to First Service Standards of Operation
* Make payroll entries each day in accordance with employee handbook