

CCMC will have a full-time Community Standards Coordinator position at Cadence in Henderson, NV.

Do you thrive in a service-oriented environment where you are part of a collaborative team? Do you want to have a career with a company that values its employees?

We are CCMC, a community management company specializing in master-planned communities. Our vision of inspiring a resident-centric focus is brought to life by our core values: Integrity, Respect, Service and Community.

At CCMC, our Community Standards Coordinator plays a crucial role in executing our company's purpose statement: We build community by bringing people together in the neighborhoods where they live and in the offices where we work. Simply put, we create experiences that connect people.

The Community Standards Coordinator is responsible for ensuring that adopted community standards are adhered to and administrated within the restriction of the community's Governing Documents and Nevada State Statutes and Regulations. Must possess the ability to: communicate effectively both orally and in writing; establish and maintain good working relationships with the Board of Directors, Committee members, residents, staff, volunteers, and contractors; strong conflict resolution skills and have a working knowledge of the restrictions of the community's Governing Documents and Nevada State Statutes and Regulations.

Specific duties and responsibilities include: Perform on property covenant enforcement; inspection of Lots for compliance with community standards; oversight of the Design Review process; enforcement of the Design Guidelines for modifications to the exterior of Units of Lots. Responsible for the tracking and coordination of the fine process, including notification, verifications and file maintenance.

What you'll accomplish:

- Conduct monthly inspections utilizing online programs to track, document and notify homeowners of compliance issues weekly, or at the direction of the Board of Directors
- Providing information, assistance, materials, and education to new and existing homeowners regarding the benefits of Association living and the impact of the Deed Restrictions
- Tracking and coordinating the fine processes
- Prepare hearing outcome letters and send them to unit owners/residents
- Maintain accurate records of complaints and inspections made
- Coordinate violation reporting and tracking process, including verification, notification, file maintenance, and follow-up
- Assist Community Standards Director in performance of Design Review process, when requested

What we're looking for:

- Be able to work full-time hours that are flexible and will include nights, weekends, and holidays and have stable means of transportation, including a valid driver's license and vehicle insurance
- Be self-motivated, able to work effectively with a board of directors, and be organized
- Computer skills that include a strong working knowledge of MS Office programs such as Outlook, Word and Excel
- Ability to communicate effectively both orally and in writing. Must have excellent telephone etiquette, with a commitment to the highest customer service possible
- Must have a valid driver's license in the state of employment
- Ability to remain within a vehicle for extended periods
- Ability to work in all weather conditions, and be able to walk long distances on uneven terrain, during daily inspections
- A personal reliable vehicle is required, standard mileage reimbursement is provided
- May be required to repetitively lift and move up to 25 lbs

What we offer:

- Comprehensive benefits package including medical, dental, vision, and life insurance
- Wellness program
- Flexible Spending Accounts
- Company-matching 401k contributions
- Paid vacation, holiday, and volunteer time
- Company-paid Short-term Disability
- Optional Long-term Disability
- Employee assistance program
- Professional education assistance
- Pet Insurance
- Perhaps most importantly, a service-oriented team who is dedicated to your success!

Important to know:

All prospective employees must pass a pre-employment drug screen, and background check, including driving record.

About the community:

Cadence, a 2,200 acre planned community, invites you to discover a fuller and richer active life rooted in values of community, family and friendship. A place where the best of yesterday and today will make a better community for tomorrow, and years to come. Cadence is distinctive by the diverse experiences it will provide: enhanced by diverse architecture, beautiful vistas, tree-lined streets, extensive connected walking paths, parks and open spaces, and its proximity to the necessities that compliment everyday life.

If you are interested, please email Karina Cole at kcole@ccmcnet.com.