

# North Newstead Association

## Development Associate/ Property Manager- Job Description

### Essential Functions:

- Serving as a liaison between the organization, elected officials, City employees and departments, organization's tenants and various other programs and services that are available to residents
- Assisting in planning, development, and implementation of community and/or human development training and engagement activities
- Assisting in the management of the organization's portfolio of properties
- Coordinating property management, construction, and development schedules or client follow up schedules

**Application Process:** To apply for this position, please submit your resume and cover letter to Sal Martinez at [martinezs@employmentstl.org](mailto:martinezs@employmentstl.org) or mail to 4601 Pope Ave., St. Louis, MO 63115 Attn: Sal Martinez, Board Vice-Chair. Resumes and cover letters must be received by April 17, 2022 at 11:59 pm. North Newstead Association is an Equal Opportunity Employer.