



## **\*New Hope Community\* Sullivan County, NY**

**Overview:** New Hope Community Inc is seeking Full-time **Assistant House Managers** in Sullivan County. Assistant House Managers are responsible for the day-to-day running of a residence. This may include: creating staff schedules, bank reconciliations and personal finances. Additionally, this position is responsible for troubleshooting issues as they arise, developing and maintaining positive relationships with your co-workers, and serving as a role model for the individuals and staff in the residence. Days can be challenging and busy but also be filled with laughter, learning, and special moments!

Skills needed: Dependability, Leadership, Patience, Compassion, Hardworking, and Team Player

**Requirements:**

Background check

Reference check

Valid Driver License

High School Diploma/GED

**Hours, Salary, and Benefits;** Full time positions, First, Second, and Third shifts available, Monday - Sunday, \$42,640 to \$47,453.12 yearly. Benefits include, Health Insurance, Dental Insurance, Paid Vacation, Sick Time, and 401K/Retirement.

**Apply** at this link <https://www.newhopecommunity.org/careers/> and if you have any questions please contact Albert White by email at [awhite@newhopecommunity.org](mailto:awhite@newhopecommunity.org) or by calling 845-468-5267.