

Community Support Lead

Pendaries Village Community Association

 Pendaries Village, New Mexico | ~30 hours/week | On-site

About the Role

We're looking for a dependable, community-minded person to help care for and support our mountain village. This part-time role is perfect for someone organized, friendly, and comfortable with basic bookkeeping and office work.

You'll work closely with the Board and residents to help keep things running smoothly — from meetings and communications to vendor coordination and homeowner support.

This is a great opportunity for someone who enjoys working with people, values small-community life, and wants to grow professionally in community or property management.

What You'll Do

- Prepare agendas and take meeting minutes for Board meetings
- Communicate clearly with homeowners (emails, notices, newsletters)
- Help track payments, invoices, and basic financial records
- Coordinate with local service providers and vendors
- Maintain organized records and respond to resident questions
- Attend occasional evening or weekend meetings

What Success Looks Like (First Year)

- Meetings are well-organized, with clear and timely minutes
- Financial records are accurate and up to date
- Homeowners feel informed and supported
- You may begin coursework toward a community association certification (if desired)

What We're Looking For

Required

- Strong communication skills

- Organized and detail-oriented
- Comfortable with Microsoft Office and basic accounting tasks
- Professional, reliable, and friendly

Preferred

- Experience in bookkeeping, administration, hospitality
- Valid driver's license

Pay & Benefits

- Hourly pay dependent on experience
- 401(k) with match
- Paid time off
- Performance bonuses
- Support for professional training and certification

Why This Role Matters

This position helps protect property values, strengthen communication, and support the quality of life that makes Pendaries special. You'll play an important role in keeping our community organized, informed, and welcoming.

How to Apply

Email team@pvca.life with:

- Resume
- Short cover letter
- Availability

Applications are reviewed on a rolling basis.