

## **Community Coordinator**

### **Build a Career in Community Association Management—From the Mountains Up**

 *Pendaries Village, New Mexico* |  *Approximately 30 Hours per Week*

Looking for meaningful work **and** a professional growth path with real benefits?

Pendaries Village Community Association is seeking a **Community Coordinator** interested in developing a long-term career in **homeowner and community association management**, all while working in one of northern New Mexico's most beautiful mountain settings.

Pendaries Village is a close-knit community of just over 200 homes, featuring a golf course, restaurant, and a strong culture of collaboration and stewardship. This role offers hands-on exposure to HOA governance, operations, and finance—experience that directly supports professional certification and career advancement.

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## **What You'll Do (and Learn Along the Way)**

- **Board & Governance Foundations**  
Serve as Clerk of the Board by preparing agendas, board packets, and meeting minutes in alignment with HOA best practices.
- **Homeowner & Stakeholder Communications**  
Draft and distribute professional, timely communications that foster transparency and trust.
- **HOA Financial Operations**  
Post payments, manage accounts receivable, and assist with accounts payable to build strong financial management skills.
- **Vendor & Contract Coordination**  
Work with service providers and learn how contracts, compliance, and invoicing are managed in an HOA environment.
- **Association Operations**  
Support daily administrative and operational functions in a role where no two days are the same.

## **Professional Growth & Certification Path**

- Gain qualifying experience toward industry-recognized credentials, including:
  - **CMCA® (Certified Manager of Community Associations)**
  - **AMS® (Association Management Specialist – CAI)**
  - **PCAM® (Professional Community Association Manager)** as a long-term goal
- Mentorship and exposure to governance, budgeting, compliance, and homeowner relations

- Potential support for continuing education and certification coursework as responsibilities expand

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## Compensation & Benefits

- **Competitive pay** commensurate with experience
- **401(k) retirement plan with company match**
- **Paid vacation and time off benefits**
- **Annual performance-based bonuses**
- Consistent schedule of approximately **30 hours per week**, with potential for expanded responsibilities over time

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## What We're Looking For

- Strong written and verbal communication skills
- Highly organized with excellent attention to detail
- Comfortable with software tools and basic accounting tasks
- Self-motivated, dependable, and collaborative
- Experience in administrative, hospitality, or community-facing roles is helpful
- **Interest in pursuing professional certifications in community association management is strongly encouraged**

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## Why You'll Love Working Here

- A beautiful mountain work environment
- Supportive leadership invested in employee success
- Meaningful work with visible community impact
- A role that blends lifestyle, stability, and professional growth

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**This is an opportunity to build a respected career in community association management while enjoying the lifestyle you love—at a schedule that supports work-life balance.**



**Apply today** by emailing [team@pvca.life](mailto:team@pvca.life) to request an application and join the Pendaries Village Community Association team.