



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.



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.
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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** to request an application and join the Pendaries Village Community Association team.