



Title: Compliance Coordinator
Department: Administration

Compliance Coordinator

Position Type: Part-time
Reports to: Association Director

Position Summary & Compensation

The Compliance Coordinator is responsible for ensuring consistent application of the MCCA covenants through inspections, documentation, communication with residents, and support of the Covenant Committee and Board. The compensation for this position is \$25 per hour.

Essential Duties and Responsibilities

- Conduct walking and drive-through inspections with the company vehicle, noting property violations.
- Document compliance issues and manage the entire compliance process (member letters, responses, etc.).
- Direct and train Covenant Committee volunteers on inspection protocol.
- Coordinate Covenant Hearing Board meeting and Covenant Committee meetings.
- Respond to and investigate allegations of violations of covenants to determine validity of complaints and the appropriate course of action to mitigate issues.
- 20-30 hours per week, depending on seasonal requirements (spring and summer are busy).
- Reception coverage.
- Supports staff at major meetings and other MCCA events.
- Other duties as assigned.

Benefits

- Company contributes to 401k (after 1 year of employment).
- 8 paid Holiday days.
- Cell phone stipend.

Minimum Qualifications

- Clean driving record.
- High school diploma or equivalent.
- HOA Industry experience.

Knowledge and Skills Required

- Interpersonal skills such as:
 - Strong writing skills
 - Telephone skills
 - Communication skills
 - Active listening



Compliance Coordinator

- Ability to handle confidential information with discretion.
- Ability to work independently and manage time effectively.
- Ability to work with volunteers and structure meetings and the compliance process so our application of the covenants is standard throughout the association.
- Customer service orientation and negotiation skills.
- Ability to work through conflicts with residents to achieve compliance with MCCA covenants.
- Proficiency in Microsoft Office suite.
- Knowledge of HOA software, such as Smartwebs, is a plus.

To apply for this position, send your resume to Hilary Bublitz, hilary@mcca.info.