

Week of :

May 15th to May 26th



Visit our **NEW** website to see a full list of upcoming events!

Wednesday, May 17, 2017

Education 2017:

Domestic Violence Rights and Resources
9 a.m. to 12 Noon @ Safety Academy

Tuesday, May 23, 2017

Education 2017:

Mystery Shop Secrets
9 a.m. to 11 a.m. @ AAFW-NEI

Thursday, May 25, 2017

Education Committee Meeting

8:30 a.m. @ AAFW-NEI

CLASSIFIED ADS

Property Manager

New Generation Management currently has an opening for a **Full Time Manager**.

No experience necessary.

Must have a High School diploma.

\$10.00 - \$11.00 depending on experience.

You will:

Collect Rent and other money owed and make deposits.

Interviewing and showing vacant units to prospective residents.

Handling resident concerns and complaints.

Communicate well with maintenance and recording service requests for maintenance.

For a full list of duties visit our **NEW** Career Center on our **NEW** Website!

Please send resume to:
Stephanie Oren at Steph@kellerdev.com
or call Stephanie at
(260) 497-7010 Ext. 244

E.O.E.

Leasing Specialist

Lake Forest Apartments is currently looking for a **Full Time Leasing Specialist**.

Benefits & \$12-14 per hour based on experience

Job Description:

• *Leasing Specialist duties including welcoming prospective residents, providing tours of the property, and completing all coordinating paperwork*

• *Resident relations & renewal program*

• *Ensuring units are ready for tours as well as new move-ins*

• *Lead source tracking in property management software*

• *Resident Newsletter and other communications*

• *Taking classes to further your education in property management*

• *Every other Saturday is required*

Please forward your resume to:
carole@lakeforestapartments.net

E.O.E.



CHART YOUR COURSE FOR SUCCESS

~ MAY EDUCATION REGISTRATION ~

- ♦ **Domestic Violence Rights and Resources (3 CEC's)**
Wednesday, May 17, 2017; 9 a.m. to 12 Noon @ Safety Village
Cost: FREE for Education Subscribers; \$19 per person for AAFW-NEI Members, \$39 per person for Non AAFW-NEI Members

The Violence Against Women Act was reauthorized in the fall of 2016, bringing a renewed focus on the core protections of the act as well as some new requirements for certain types of housing providers. This session will review those responsibilities of housing providers as well as provide some insight into what you can do, how to help and what resources are available to victims.

In partnership with the Women's Bureau, YWCA, & Metropolitan Human Relations Commission, this training will include:

- * Domestic Violence 101 & Special insight into the profile of a victim
- * Legal Requirements of Housing Providers (METRO & YWCA Legal Team)
- * Question & Answer Panel with speakers

~ Registration & Cancellation Deadline: Monday, May 15, 2017 ~

- ♦ **10 Reveals You Can Learn from Mystery Shops...Even If You Don't Use Mystery Shops! (2 CEC's)**
Tuesday, May 23, 2017; 9 a.m. to 11 a.m. @ AAFW-NEI Office
Instructors: Pam Roberts, Grace Hill
Cost: FREE for Education Subscribers; \$45 per person for Non Education Subscribers

The Multifamily Industry has been using shopping reports to improve performance and to increase sales success for many years. Even if your company doesn't utilize this service, the results from these reports will give us a unique look at what we are doing right and where we can improve. Mystery Shops are more than just a score; they are an evaluation of our performance. What can we learn from Mystery Shops? Pam will share 10 valuable reveals that everyone in Multifamily can use, with or without a Mystery Shop service!

~ Registration & Cancellation Deadline: Thursday, May 18, 2017 ~

Please Register: _____

Class: _____

Community: _____

Authorized Signature: _____

Cancellation Policy ~ ALL cancellations AFTER the cancellation date will be charged a NO SHOW fee of \$10 per AAFW-NEI Member for Education Subscribers and \$45 per AAFW-NEI Member for NON Education Subscribers.