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SANTA FE
OPERA



Housing Assistant Job Description

Title: Housing Assistant

Department: Housing

Classification: Part-Time, year-round. Hours ranging from 20-35 hour/week.

Salary: This is an hourly position. Hourly rate \$20-\$25/hour

Location: Santa Fe, NM

Position Summary

This position requires an organized, self-starting professional who can manage a diverse workload independently. The Housing Assistant plays a vital role in supporting seasonal housing logistics, tenant relations, and administrative operations. A successful candidate shows initiative, strong attention to detail, and the flexibility to handle both administrative duties and field-based tasks.

Key Responsibilities

Seasonal Housing Coordination

- Assemble and distribute housing packets for seasonal employees (May–August)
- Prepare Axton Apartments for arrivals, stocking units with linens and supplies, and ensuring readiness for occupancy
- Conduct final property walk-throughs prior to occupancy and prepare homes for arrivals
- Assist Housing Director with vetting new properties

Invoice Management

- Process housing-related invoices for accounts payable
- Ensure timely reconciliation and accurate tracking of housing expenses
- Data reporting and billing

Hotel & Housing Logistics

- Manage hotel reservations for SFO departments, including tracking bookings and processing invoices
- Assist company members and homeowners with housing-related concerns and requests

Administrative & Operational Support

- Assist with mailings and internal communications
- Coordinate housekeeping schedules
- Send housekeeping reminders and departure notices during and at the end of the season
- Help clean homes when needed to maintain quality standards
- Perform other duties as assigned to support the Housing Director and Axton Manager

Tenant Relations & Coordination

- Support the Director and Manager with tenant arrivals, departures, and other assigned duties
- Collaborate with the Director and Manager to ensure smooth transitions and resolve housing-related issues

Qualifications

- Experience in housing coordination, hospitality, or administrative assistant support strongly preferred
- Strong organizational and communication skills
- Ability to manage multiple tasks and prioritize effectively
- Excellent interpersonal, written, and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to handle confidential information with professionalism and integrity and safeguard sensitive data
- Comfortable working independently and collaboratively
- Must be willing to work weekends during season from May to August