

## Co-Living Housing Coordinator - Nairobi

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Company: CrossBoundary

Location: Nairobi

Category: other-general

Co-Living Housing Coordinator CrossBoundary Educational Infrastructure About the Firm  
Founded in 2011, CrossBoundary is a mission-driven investment firm committed to unlocking the power of capital to make a substantial return while creating a lasting difference in frontier markets. We take a transaction-centered approach to frontier markets. CrossBoundary provides investment advisory services, having developed a specialized expertise in unleashing investment across all sectors in fragile and frontier markets. Our advisory clients include governments, development finance institutions, private equity firms, Fortune 100 companies, and research institutions. Learn more at [www.crossboundary.com](http://www.crossboundary.com) .  
Who We Are CrossBoundary operates in frontier markets that also hold immense investment opportunities. The CrossBoundary team is a unique group made up of people who are genuinely excited by the opportunity to make a difference in some of the most challenging yet exciting markets in the world. Team members come from diverse backgrounds but share a number of qualities: curiosity, humility, integrity, a drive for excellence, and a bias for action. Job Description We are seeking a dedicated and experienced Co-Living Housing Coordinator to oversee the day-to-day operations of our co-living facility. The ideal candidate will be responsible for creating a safe, welcoming, and supportive environment for the youth while ensuring efficient building management and maintenance. Primary Responsibilities Tenant Relations: Foster positive tenant relations by addressing tenant needs, resolving complaints, and maintaining open communication with residents. Facility Management: Oversee the maintenance and upkeep of the student housing facility, including coordinating repairs, inspections, and ensuring compliance with safety regulations. Lease

Administration: Manage lease agreements, tenant turnovers, and ensure accurate record-keeping for all residents. Budget Management: Develop and manage the student housing budget, including expenses for maintenance, utilities, and other operational costs. Marketing and Outreach: Develop and implement marketing strategies to attract new residents, conduct tours, and manage the housing application process. Staff Supervision: Supervise and train housing staff, including cleaning staff, security staff, and maintenance personnel, to ensure a high standard of service and support for residents. Compliance and Policy Adherence: Ensure compliance with all relevant housing laws, regulations, and policies. Vendor Management: Oversee and manage external contractors and outsourced service providers

**Qualifications:** Bachelor's degree is required Bachelor's degree in Business Administration, Hospitality Management, or related field preferred Previous experience in property management, student housing, or related field. Strong interpersonal and communication skills with the ability to work effectively with a diverse population Knowledge of housing regulations, leasing practices, and building maintenance. Excellent organizational and problem-solving abilities Ability to collaborate effectively with staff and officials of various organizations Entrepreneurial and able to work with high levels of integrity and accountability Think you have what it takes but not sure you check every box? Research shows that while men apply to roles when they meet an average of 60% of the criteria, women often only apply when they meet every requirement. If you're passionate about what we're building, apply! We want to hear from you. Location Nairobi, Kenya Equal Opportunity Employer CrossBoundary is an equal opportunity employer. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request to our [recruiting@crossboundary.com](mailto:recruiting@crossboundary.com)

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