

REVERE HOUSING AUTHORITY

JOB POSTING

SECTION 8 LEASED HOUSING COORDINATOR

Description:

Revere Housing Authority is seeking a Leased Housing Coordinator. The program coordinator will conduct annual and interim recertifications, facilitate and mediate communication with assigned clients and landlords, process leasing activity, respond to inquiries, phone calls, correspondence and emails in a timely and responsive manner, maintain proper maintenance of client files to insure accuracy according to HUD regulations and RHA administrative policies and procedures. Other duties as assigned.

Qualifications:

Applicant should have excellent communication and critical thinking skills and the ability to work independently. Working knowledge of computerized procedures Microsoft Office is a plus. Must be a high school graduate or GED recipient.

Salary range: \$39,000.00 to \$42,000.00 (depending of experience)

Work location: Revere Housing Authority 82 Cooledge Street, Revere, MA 02151

Contact Information:

Please submit cover letter and resume to Patricia Duffy, Interim Executive Director, Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151. Accepting resumes until position is filled.

RHA is an Equal Opportunity Employer/Affirmative Action Employer.