

- **Boston Housing Authority:**

1. **Leasing Officer (see Boston Housing Authority Website for a full job posting)**

Job Description:

Reports to the Renewal Manager or the New Lease Manager. The Leasing Officer is responsible for all duties relating to clients eligible for BHA leased housing programs, including certification of client eligibility, management of client's housing search, education of landlords to program requirements, liaison for landlords and tenants with other divisions of the Leased Housing Department, preparation and execution of all necessary documents to complete leasing.

Posting Date: Wednesday, December 21, 2022

Application Deadline: Monday, January 23, 2023