

THE MEDFORD HOUSING AUTHORITY seeks a Leased Housing Coordinator who is ambitious, organized, has excellent oral and written communication skills, and can work well with multi-cultural populations. The incumbent is responsible for the competent administration of HUD and DHCD regulations governing the Section 8 and MRVP programs regarding applicants, voucher holders, and landlords. Work is performed in conformance with applicable regulations, statutes, and housing authority policies and procedures. Other duties as assigned.

The MHA is redeveloping several properties, adding new units and programs, and growing our team! We have several exciting opportunities and are willing to train. We currently have openings for two Leased Housing Coordinators and an Administrative Assistant – two of the positions are newly created. We offer excellent benefits and opportunities for training and professional growth. The Leased Housing team will be working with project-based Section 8 and LIHTC programs in the future and this is an excellent opportunity to learn and grow with us as we redevelop our existing public housing properties!

The ideal candidate will have demonstrated work experience as a Leased Housing Coordinator or Public Housing Specialist with knowledge of federal/state leased housing management practices. Experience working with any subsidy program in the public or private sector will be considered. Applicants must have a valid driver's license and access to reliable transportation. A college degree in social sciences or business is desirable. Bilingual individuals preferred.

Starting Salary Range: \$58,000 - \$62,000 based on knowledge and experience.

Benefits: Dental insurance, Flexible spending account, Health insurance, Health savings account, Life insurance, Paid time off, Referral program, Retirement plan, Vision insurance

How to Apply / Contact

Please send resume and cover letter by mail to Medford Housing Authority, 200 Boston Avenue, Suite G-200, Medford, MA, 02155, or by email to bvivian@medfordhousing.org. The position will remain open until filled. No phone calls please. Affirmative Action, Equal Opportunity, Sec. 3 Employer. Contact email: [**bvivian@medfordhousing.org**](mailto:bvivian@medfordhousing.org) for a complete job description.