

AMESBURY HOUSING AUTHORITY

SECTION 8 LEASED HOUSING COORDINATOR

Amesbury Housing Authority is seeking a Leased Housing Coordinator with Federal Leased Housing experience. The candidate must be well organized, able to multi-task, have good verbal and writing skills, customer service experience and willing to work with persons of various socioeconomic backgrounds. Ability to interact with tenants in a responsive and responsible manner. Duties include but not limited to administration of HUD's regulations governing the Section 8 program for applicants, voucher holders and landlords. The Leased Housing Coordinator conducts annual and interim recertifications, monitors all leasing activities, communicates to tenants and landlords, reporting to HUD and responsible of waiting lists. The Authority has 108 Housing Choice Vouchers. This position is also responsible for ten Section 8 New Construction housing units. Experience and knowledge in Federal and State Regulations, HUD/DHCD online monthly reporting including EIV, PIC and Tracs is preferred. Working knowledge of Project Based Vouchers, Home Ownership Vouchers, Section 8 New Construction program and PHA Web software is a plus.

This is a 25-30 hour weekly position, salary is mid to high thirties based on experience. Excellent benefit package.

Please submit cover letter with resume to Michelle Bibeau, Executive Director, Amesbury Housing Authority, 180 Main Street, Amesbury, MA 01913 or email to executivedirector@amesburyha.com. Resumes will be accepted until position filled. Amesbury Housing Authority is an equal employment opportunity/affirmative action employer.

