

# Brookline Housing Authority (BHA)

## Receptionist/Program Representative

### Responsibilities:

- Serve as the first point of contact for all BHA incoming calls and visitors.
- Provide clerical and administrative support to the Subsidized Housing and Applications Departments.
- Address customer, applicant and resident inquiries and direct questions to the appropriate BHA staff and/or department.
- Assist BHA visitors with general information of the Section 8 and Public Housing programs.

### Qualifications:

- Previous experience in the affordable housing or similar field.
- High school graduate or GED equivalent.
- Ability to interact professionally with a diverse range of people.
- Strong administrative and computer skills (MS Word, Excel and Outlook).
- Bilingual a plus.

### Salary & Benefits:

*BHA offers a generous benefits package, including state GIC health insurance and a defined-benefit pension plan. Salary commensurate with qualifications and in accordance with Collective Bargaining Agreement.*

**To apply:** Submit cover letter and resume by email to: [jobs@brooklinehousing.org](mailto:jobs@brooklinehousing.org). Position is open until filled, application by email only. A full job description is at <http://brooklinehousing.org/Business&employmentOpportunities.html>.

*The Brookline Housing Authority is an equal opportunity/affirmative action, Section 3 employer. Females, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.*