



HINGHAM HOUSING AUTHORITY
30 THAXTER STREET
HINGHAM, MA 02130
PHONE 781-741-1417 FAX 781-741-9888

The Hingham Housing Authority is seeking an experienced and qualified housing administrator for the position of Section 8 Coordinator/ Administrative Assistant. The individual will be responsible for the administration of 25 Section 8 Housing Choice vouchers (HCV), 5 Federal Project Base vouchers, a mobility program, and assist with a Family Self-Sufficiency program. Responsibilities will also include general office duties such as, but not limited to assisting in front desk reception, taking work orders, answering the phones and preparing maintenance requests for the authority's state public portfolio consisting of 84 Elderly/Disabled units, 8 State Family units, 6 units of Congregate housing, and a c. 689 group home. Individual must enjoy working in a small work environment, be able to multitask, be willing to perform other duties as necessary and enjoy working with the public.

Qualifications: Strong experience with Section 8 HCV program regulations, PIC reporting, 50058s, EIV and rent calculations. Knowledge of the PHA network software system. Must be able to work independently. Excellent computer and communication skills. Experience in working with various socio-economic populations and the subsidized housing field.

Start date: To be determined

Salary range: This position requires a minimum of 18 hours per week. Salary is commensurate with experience based on qualifications.

Location: Hingham Housing Authority

Instructions: Please submit resume and cover letter to: Hingham Housing Authority, Attn: Search, 30 Thaxter Street, Hingham, MA 02043 or email to sharon@hinghamha.org. The Hingham Housing Authority is an Equal Opportunity Employer. Please submit cover letter and resume by August 4, 2017. If an appropriate candidate is not selected by the deadline, then the position shall remain open and resumes accepted until the position is filled.