

Hudson (MA) Housing Authority

Program Administrator

Position requires administration and management of federal and state housing programs including but not limited to: Section 8 HCV, MRVP and AHVP. Duties include administration of leased housing programs, and managing various office/administrative functions related to the administration of other such state and/or federal subsidized programs such as rent calculations, inspections, application review, and tenant selection. Must be detail oriented, highly organized, and possess high level of proficiency in typing skills, computer and word processing, and data management. Strong interpersonal and communication skills and ability to professionally handle tough situations with clientele from varying socio-economic backgrounds is required. Associate's degree preferred; high school diploma or equivalent required. Knowledge of federal and state housing regulations, and/or PHM or MPHA certification is desirable. Housing and/or property management experience preferred. Must be bondable. Complete job description available upon request. Salary range is \$40K-42K with an excellent benefit package including medical. Subject to CORI.

Submit resume and cover letter to Jaclyn A. Beaulieu, Executive Director, Hudson Housing Authority, 8 Brigham Circle, Hudson, MA 01749 no later than January 24, 2018; late applications will not be accepted.

Hudson Housing Authority complies with Section 3 requirements for employment. Hudson Housing Authority is an EEO Employer.

01/02/2018