

Program Administrator – Hudson Housing Authority

Program Administrator – Hudson Housing Authority is seeking resumes from qualified individuals to fill the Program Administrator position for our leased housing programs. 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. This is a full-time position. Associate's degree preferred; high school diploma or equivalent required. Knowledge of federal and state housing regulations is desirable. Housing and/or property management experience preferred. Complete job description available at www.hudsonhousing.org. 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. This position shall remain open until filled. Hudson Housing Authority is an EEO Employer.

10/01/2018