



JOB POSTING:

Director of Member Services & Communications

The Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (“MassNAHRO”) is a membership association of local public housing authorities, community development agencies and housing and redevelopment officials. MassNAHRO also provides member services to a regional association representing the six New England states. MassNAHRO is seeking candidates for position of Director of Member Services & Communications. Applicants must have excellent computer and interpersonal skills, be flexible, organized and able to multi-task. Candidate should possess excellent writing and oral communication skills; the ability to interact effectively with professional administrators and local staff; the ability to interact with low-income applicants and tenants with various cultural backgrounds. This position requires a 35-hour work week Monday-Friday 9:00 AM-4:30 PM.

Qualifications:

Required:

- Two (2) years of professional/office experience
- Exceptional oral and written communication skills and strong attention to detail
- Ability to work independently as part of a team
- Ability to prioritize among competing goals to execute on deadlines
- Excellent organizational skills
- Articulate, polished and professional demeanor with strong work ethic and initiative
- Proficient in Microsoft Office (Word, Excel, Access), online email platforms (Gmail, Outlook, Constant Contact)
- Knowledge and proficient use of social media (Facebook, Twitter)
- Valid driver’s license and access to vehicle for occasional travel
- Ability to lift 40 pounds
- Ability to travel to meetings, conferences and events including some occasional overnight stays and/or additional hours

Preferred:

- Experience in public housing industry
- Two (2) years of post-secondary education
- Experience with desktop publishing software
- Experience with Quickbooks

Salary range: \$45,000-\$55,000, plus excellent benefits package.

Please send resume and cover letter by June 29, 2018 to:

Massachusetts Chapter of NAHRO
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or email to: dbrown@massnahro.org

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