

SECTION 8 LEASED HOUSING COORDINATOR

Revere Housing Authority is seeking a Leased Housing Coordinator with Federal Leased Housing experience. The primary function of this position is competent administration of HUD's regulations governing the Section 8 program for applicants, voucher holders and landlords. The Program Coordinator conducts annual and interim recertifications, monitors all leasing activities, communications to tenants and landlords, reporting to HUD, and performance compliance. Working knowledge of HAB, Microsoft Office, Excel and EIV is a plus. Must be a high school graduate, Associate degree preferred. This is a highly confidential position. \$38,000.00 -\$40,500.00.

Please submit cover letter and resume to Patricia Duffy, Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151.

Accepting resumes until position filled.

RHA is an equal opportunity/ Affirmative Action Employer.