

Please submit cover letter and resume to Louis Ouellette, Executive Director, 100 Morton Street, Andover, MA 01810, email to louie@andoverhousing.org, or fax to 978-475-0313. No phone calls please. Affirmative Action, Equal Opportunity, Sec. 3 Employer.

Andover Housing Authority

POSITION TITLE: SECTION 8 LEASED HOUSING COORDINATOR

JOB REQUIREMENTS AND DESCRIPTION

DESCRIPTION: Andover Housing Authority seeks Section 8 Leased Housing Coordinator. 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 staff person works on qualification, annual and interim recertification, communications to tenants and landlords, reporting to HUD, and performance compliance.

QUALIFICATIONS: Applicants should have excellent communication and critical thinking skills with the ability to work independently. Experience with PHA web software, Excel, and Windows Office programs preferred. Experience as a Section 8 or Public Housing Specialist given immediate consideration.

Full-time position, salary range \$40K-50K to commensurate with experience. Excellent benefits including health insurance, dental insurance and pension.

LOCATION: Andover Housing Authority, 100 Morton Street, Andover, MA 01810