

Section 8 Housing Coordinator

Organization:	Rockport Housing Authority
Date Posted:	7/29/2022
Date Needed:	9/6/2022
City:	Rockport
Location:	Massachusetts
Country:	United States
Primary Category:	Staff
Salary:	\$23.75 hourly
Type of Position:	Part-Time
Education Requirement:	Associate's
Experience Requirement:	1-2 years

Description & Details

The Rockport Housing Authority is seeking applicants for Section 8 Housing Coordinator. Position is responsible for processing annual and interim recertifications, processing applications, managing the wait list, scheduling inspections and communications with participants and landlords. Additional responsibilities are listed in the job description.

Part time position with flexible hours with benefits available. Position needs to be filled after Labor Day or sooner if possible. Applicants must be computer literate, well-organized and have good communications skills. Spanish speakers encouraged to apply. Applicants should submit resume and cover letter to director@rockportha.com or mail to: Section 8 Coordinator, 13 Millbrook Park, Rockport, MA 01966. Equal Opportunity/Affirmative Action Employer.

How to Apply / Contact