

**Title: Section 8 Leased Housing Coordinator**

**Description:** Arlington Housing Authority seeks an experienced 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, briefing, annual and interim recertification, communications to tenants and landlords, reporting to HUD, and performance compliance.

**Salary Range:** \$50,000. Full time (37.5 hours/week) salaried position. The Authority also offers a benefit package including vacation and sick days, medical, dental, life, and optional long-term disability insurance.

**Start Date:** Immediately

- Qualifications:**
1. Bachelors degree or a minimum of three (3) years' experience working in section 8 program administration, or benefit/program eligibility administration.
  2. Strong interpersonal communication and writing skills.
  3. High level of integrity; ability to maintain confidentiality.
  4. Attention to detail; ability to multi-task while staying organized.
  5. Adept at using Microsoft Office products, specifically Excel, Word, and Outlook, and ability to quickly learn computer software programs.
  6. Ability to type quickly and accurately, and to use office equipment such as phones, fax machines, copiers, and scanners.
  7. Excellent English vocabulary and grammar skills; bilingual candidates preferred.
  8. Ability to work effectively and independently in a fast-paced work environment with frequent interruptions.
  9. Ability to work cooperatively and pleasantly with a diverse population.

**Application:** Resumes will be accepted at the Authority office until the position is filled. Resumes should be sent to: Jack Nagle, Interim Executive Director, Arlington Housing Authority 4 Winslow Street, Arlington, MA 02474 or by emailing Jack Nagle at: [jnagle@arlingtonhousing.org](mailto:jnagle@arlingtonhousing.org)

The Arlington Housing Authority is an equal opportunity employer.