



ASHLIE E. WOLF
Executive Director

EQUAL HOUSING OPPORTUNITY

SOUTHBRIDGE HOUSING AUTHORITY

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STATE HOUSING COORDINATOR

The Southbridge Housing Authority is accepting resumes for a part-time (24 hour) State Housing Coordinator to work out of the North Brookfield Housing Authority office located at 271 North Main Street, North Brookfield, Massachusetts. This position is responsible for the day-to-day management of the state housing programs at the North Brookfield Housing Authority. The State Housing Coordinator is responsible for the processing of applications for determination of applicant eligibility, tenant selection, lease up, interim and annual recertifications, management of tenant disputes and enforcing the terms of the lease. The State Housing Coordinator is also responsible for managing of tenant rent and answering questions from the general public. The State Housing Coordinator is the direct link between the North Brookfield Housing Authority and residents.

Skills:

Successful candidate must have excellent oral and written communication skills, be detail oriented and thrive in a multilingual/multicultural environment. Must be well-organized and accurate in data entry. Applications must also exercise ethical judgement in maintaining the confidentiality and integrity of sensitive information. Applicants must have strong computer skills and be proficient using email, Microsoft Word and Excel. Experience using PHA Web and CHAMP strongly preferred.

Minimum Qualifications:

Candidates must have experience in Massachusetts State Public Housing, other subsidized housing management, or recent related experience. A 4-year college degree is preferred; however, significant relevant work experience may substitute. Must have a valid driver's license and daily access to a reliable vehicle. Multilingual applicants strongly encouraged to apply.

Please submit resume and cover letter to: Ashlie E. Wolf, 60 Charlton Street, Southbridge, MA 01550 or email to awolf@southbridgehousing.org. The Southbridge Housing Authority is an Equal Opportunity Employer. Resumes will be received through December 9, 2022.