



ASHLIE E. WOLF
Executive Director

EQUAL HOUSING OPPORTUNITY

SOUTHBRIDGE HOUSING AUTHORITY

60 CHARLTON STREET

SOUTHBRIDGE, MASSACHUSETTS 01550

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HOUSING CHOICE VOUCHER COORDINATOR

The Southbridge Housing Authority is accepting resumes for a full-time (37.5 hour) Section 8 Coordinator responsible for the day-to-day management of the Housing Choice Voucher Program. The Section 8 Coordinator is responsible for the processing of applications for determination of applicant eligibility, tenant selection, lease up, interim and annual recertifications and other duties as assigned by the Executive Director.

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 in using email, Microsoft Word and Excel. Experience using PHA Web and Affordable Housing.com strongly preferred.

Minimum Qualifications:

Candidates must have experience in Housing Choice Voucher management, 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 August 25, 2023.