



4 Winslow Street, Arlington, MA 02474 p: 781-646-3400 f: 781-646-0496

## **Rental Housing Coordinator**

**Description:** Arlington Housing Authority seeks a Rental Housing Coordinator with specific knowledge in public housing, state regulations and procedures. Responsibilities include assisting in the administration and management of housing units for the elderly and disabled low-income clients. The staff person works on qualification, leasing, annual and interim rent determinations, rent collections, reporting to DHCD and maintaining good resident communications.

**Qualifications:** Applicants should have demonstrated work experience as a Public Housing or Section 8 Specialist. Applicants should have excellent communications and critical thinking skills, ability to work independently, and experience with a variety of populations, including low-income individuals and families. Applicants must have a valid driver's license and access to reliable transportation. A College Degree in Social Sciences or business is desirable.

**Salary range:** Full-time position requiring 37.5 hours per week, salary commensurate with experience. Excellent benefits including health insurance and pension.

**Instructions:** Please send a cover letter and a copy of your resume by December 16, 2016 to: The Arlington Housing Authority, 4 Winslow Street, Arlington, MA 02474. Attention: Jennifer McNabb or by email to [jmcnabb@arlingtonhousing.org](mailto:jmcnabb@arlingtonhousing.org). Affirmative Action, Equal Opportunity Employer.