



## ***Office Manager / Tenant Selector***

### **Job Summary:**

The Arlington Housing Authority is seeking a highly motivated and professional individual for full-time employment as an Office Manager/Tenant Selector. General responsibilities will include managing day-to-day office functions, including office supplies and equipment, direct mail and publications, and public housing tenant selection.

### **Responsibilities:**

- Ensure office supplies are stocked and community office spaces are cleaned and organized.
- Maintain detailed paper and electronic files, records, and contracts.
- Assist Directors and Managers with the member relations, conferences/events, surveys, subscriptions, and other communications.
- Perform various data entry functions, including assisting the Accounting Manager with daily rent posting.
- Responsible for ensuring smooth filing, copying, faxing, scanning, and computer access for staff, often coordinating with our IT contractor to correct any issues.
- Stay updated with local, state, and federal laws and regulations impacting AHA's housing programs, including fair housing laws.
- Maintain files and records of applicants for public housing units, along with CHAMP applications, worksheets, and online applicant files.
- Ensure the front office properly oversees public housing application processes, including receiving and reviewing income eligibility documentation and verification.
- Screen waitlists and make eligibility determinations on applicants to fill vacant units in the AHA's state public housing programs.
- Respond to the public, applicants, and resident inquiries, via phone or email, and maintain a high level of professionalism in the office.
- Perform all other duties, as assigned by the Executive Director.

Minimum qualifications include: three years of progressive experience, excellent organizational, time management and problem-solving skills. Experience working successfully with a diverse population in both individual and group settings required. Position involves a high level of contact with the tenants and community. Computer and Internet skills required. Excellent written and verbal skills required as well as a Massachusetts driver's license. Candidates will be subject to a criminal background check and physical. Salary range: \$50,000-\$55,000.

Please submit a cover letter, resume and three professional references to:

Scott Shepherd Jr., Director of Operations

[sshepherd@arlingtonhousing.org](mailto:sshepherd@arlingtonhousing.org)

Arlington Housing Authority

4 Winslow Street

Arlington, MA 02474

**The Arlington Housing Authority is an Equal Opportunity and Affirmative Action Employer**