

HOUSING MANAGER, Wakefield

The Wakefield Housing Authority is seeking resumes from qualified individuals to fill the 37.5 hrs./wk position of Housing Manager for its 181 state and federal elderly/disabled units, 8 state family units, and a 23-unit 202 building managed by the housing authority. The individual will be responsible for all functions relative to admissions and continued occupancy such as rent calculations, inspections, application review, and tenant selection. The individual should have strong organizational skills; possess written and verbal communication skills and be computer literate. Knowledge of state and federal regulations as well as familiarity with PHA Web and CHAMP computer programs would be a plus. An Associate's degree is preferred but extensive experience will be considered as an alternate. A complete job description is available upon request. This position shall remain open until filled. Mail a cover letter with resume, including three references to Maureen Hickey, Executive Director, Wakefield Housing Authority, 26 Crescent Street, Wakefield, MA 01880 or email to mhickey@wakefieldhousing.org
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