

# **AMESBURY HOUSING AUTHORITY**

## **HOUSING COORDINATOR**

The Amesbury Housing Authority is seeking a Housing Coordinator to assist the Housing Manager.

The candidate must be well organized, able to multi-task, have good verbal, writing and customer service experience and willing to work with persons of various socioeconomic backgrounds. Ability to interact with tenants in a responsive and responsible manner. Duties include but not limited to processing applications for determination of eligibility on State CHAMP online system, tenant selection, interim and annual recertifications and move ins/move outs.

Minimum of one years' experience in state public housing or in a similar housing position. Experience with CHAMP online system and State Public Housing Regulation and PHA Web software a plus.

A valid driver's license, physical examination, pre-employment drug screening and criminal background check. This position is split between two Public Housing Authorities. Must have reliable transportation.

Salary is mid thirties with experience. Excellent benefit package.

Provide Resume and cover letter of interest to Michelle Bibeau, Executive Director, Amesbury/Merrimac Housing Authority, 180 Main Street, Amesbury, MA 01913 or by email at [executivedirector@amesburyha.com](mailto:executivedirector@amesburyha.com). This position will remain open until filled.

The Amesbury Housing Authority is an equal opportunity/affirmative action employer.

