

## Federal Program Coordinator Job Posting

The Lexington Housing Authority is accepting applications for an experienced Federal Programs Coordinator. This position reports directly to the Executive Director and will be responsible for the administration of 68 Housing Choice Voucher Program vouchers and 77 units of Low Income Public Housing.

Duties will include: application processing, information verification, annual and interim recertifications of current tenants, maintaining waiting list, eligibility and leasing up of new tenants, working with landlords and tenants, overseeing inspections, and working with HUD and timely submission of all reports. Other shared office responsibilities include: answering phones, assisting people who come into the office and maintenance work orders.

Experience required: Experience in the public housing industry is preferred. Familiarity with relevant state and federal laws; strong computer skills; ability to adapt and work with others; housing management experience.

Ability to speak Chinese is desirable.

### COMPENSATION/BENEFITS:

Full time position, 35 hours/week. Monday – Thursday 8:15am-4:30pm, Friday 8:30am-12:30pm

Competitive salary, commensurate with experience.

Excellent benefits

Please send resume and cover letter to Caileen Foley, Executive Director, Lexington Housing Authority, 1 Countryside Village, Lexington MA 02420 or email [cfoley@lexingtonhousing.org](mailto:cfoley@lexingtonhousing.org). No faxes. This position will remain open until filled. The LHA is an Affirmative Action/ Equal Opportunity Employer.