

NEEDHAM HOUSING AUTHORITY

POSITION: PART-TIME ASSISTANT EXECUTIVE DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

JOB SUMMARY

The Part-time Assistant Executive Director (AED) is responsible for assisting the Executive Director in directing the operations of the Needham Housing Authority (NHA) including the overall administration of federal family and elderly public housing, Massachusetts family, elderly, and special needs public housing, Section 8 units, and oversight of affordable condominium units managed by an outside contract. The AED may also support planning, modernization and/or redevelopment initiatives at the NHA. The Assistant Executive Director is responsible for developing and implementing the organizational systems, program policies and procedures that ensure high performance and customer service consistent with the goals and mission of the Authority.

PREFERRED EXPERIENCE AND TRAINING

A four-year degree is preferred. Five years of management and administrative experience in public housing, federal and /or state, and Section 8 experience is preferred. Considerable knowledge of Commonwealth of MA and HUD housing regulations is preferred. Knowledge of MA and HUD programs for modernization and redevelopment is a plus. Experience with typical office technology systems and applications. Must possess or obtain certification as a MA Public Housing Manager within a year of hire.

Job Description available upon request.

APPLICATION DEADLINE

To apply, email resume and cover letter to dvmainsail@gmail.com, with Needham position in the subject line. Applications will be accepted until position is filled.