

**Glen Cove Community Development Agency**

**Section 8 Housing Choice Voucher Program**

**Part-time Housing Specialist**

**Job Description:** Position supporting the Glen Cove Housing Choice Voucher Section 8 Program.

Work activities will include:

- Work with the Program Administrator and Senior Housing Specialist in administrative duties, including recertifications and compliance issues.
- Data entry and letter writing to program participants/waiting list.
- Interfacing with program participants, tenants, landlords and housing inspector.
- Good communication skills - both written and verbal.
- Candidate will become familiar with HUD rules and regulations.
- Position reports to both the Program Administrator and Senior Housing Specialist.
- Computer literate, answering heavy call volume, email, file, scan to file and photocopying.
- Capability of working independently.
- Experience in HAPPY software program a plus but will train.
- Bi-lingual (Spanish) a plus.
- Position is part-time with the potential for full-time in the future.

**Hours:** 20-25 hours per week

**Salary:** \$14.00 per hour (negotiable with commensurate experience)

**Interested applicants should email a cover letter and resume to:** [cbyrne@glencovecda.org](mailto:cbyrne@glencovecda.org)

Fred Moore, Program Administrator

Glen Cove Community Development Agency

Section 8 Housing Choice Voucher Program

9 Glen Street

Glen Cove, NY 11542

Glen Cove CDA is an equal opportunity employer.

*September 2018*