



## JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a **Regular, Full-Time** position available:

**JOB TITLE:** Housing Coordinator  
**LOCATION:** Juneau, Alaska  
**SALARY:** Starting at \$30.84 Per hour. Benefits included.

**APPLICATION PERIOD:** closes April 16, 2018

**DUTIES AND RESPONSIBILITIES:** Under the general supervision of the department director, coordinates and prepares all reports to our development funding sources such as Alaska Housing Finance Corporation, as well as works with tenants to complete income certifications and re-certifications in a timely manner. Completes all income calculations for all new tenants who desire to move into a Tlingit Haida Regional Housing Authority rental unit. This is a lead worker position that acts as a policy and procedural resource person for other housing department staff.

**MINIMUM QUALIFICATIONS:** High school graduate or equivalent. Two years of work related experience. College degree may substitute for the experience.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of Public administration principles and techniques.
- Knowledge of Federal and State programs and services, particularly programs related to HUD and/or Indian Tribes.
- Knowledge of, and familiarity with communities in rural Southeast Alaska.
- Excellent writing skills
- Ability to provide quality customer service.
- Ability to maintain positive interpersonal relationships.
- Ability to operate office equipment
- Ability to maintain satisfactory work performance and attendance records.
- Ability to work under pressure and meet deadlines
- Possess strong verbal and written communication skills
- Experience with word processing, spreadsheets, electronic mail, and electronic calendar software
- Willingness to learn to use other software packages as they become available.
- Typing and spelling competency
- Data entry experience
- Willingness to supervise and to perform lead level responsibilities.
- Ability to attain various HUD and housing related certifications.
- Ability to travel to communities throughout Southeast Alaska
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs..

**SUBMIT APPLICATIONS TO:** THRHA 5446 Jenkins Drive, Juneau, AK;  
[www.thrha.org](http://www.thrha.org); for questions please call (907) 780-6868.  
Email: [jobs@thrha.org](mailto:jobs@thrha.org)

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.