

## **STATE (CHAMP) AND FEDERAL PUBLIC HOUSING WAITLIST COORDINATOR**

### **JOB SUMMARY:**

BHA is seeking an energetic, motivated and team player to join our team to manage the State Housing waiting lists using CHAMP (Common Application for MA Public Housing) and Federal Housing waiting list using MRI software. **Experience in the housing industry preferred.** Applicants must have excellent communication, analytical and organizational skills. Experience with CHAMP, HAB Software Excel and Word preferred.

### **PRINCIPAL RESPONSIBILITIES:**

Duties will include pulling and verifying applicants from waiting lists based on current and future vacancies. Create and mail CHAMP Priority/Vacancy packets or the Federal Personal Declaration Packets. Process all eligible applicants by obtaining third-party verifications on employment, bank accounts, landlord/residential history, CORI (including out of state), SORI, credit reports, photo ID and student status on all household members 18+ years old, perform rent calculations and other duties as required. Exercising a great deal of independence in judgment and decision-making but deferring to the Director on any complex matters. Develops a pool of qualified applicants to fill vacant units as they become available. Make unit offers, show units and perform lease orientations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Associate or bachelor's degree preferred but more than 2 years' experience in Public Housing, Social Service, Property Management or related experiences will be considered in lieu of degree. Bilingual (English/Spanish) a plus.

Salary range \$50k-\$54k based on experience. Excellent benefit package.

Please submit all resumes by 8/12/2024 to [lgallagher@beverlyhousing.net](mailto:lgallagher@beverlyhousing.net)

EOE/AA

Job Type: Full-time

Benefits:

- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Flexible Spending Account
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan
- Vision

Schedule: Monday to Friday