

HOUSING SPECIALIST

We are looking for a self-starter to join our team at a new affordable housing development in Wenatchee! This position will start from the ground up in creating forms and operating systems, conduct lease-up, inspections, etc., toward full operation of this amazing new property! This is a full-time position working Monday-Thursday from 7:30 a.m. to 6:00 p.m. Do you speak Spanish? That's a plus!

This position will process tenant certifications, do inspections, maintain waiting lists and work in conjunction with property case managers and maintenance for the smooth operation of affordable housing for low-income families, disabled and homeless persons.

The Housing Authority offers an excellent benefit package, including:

- Vacation and sick leave.
- Federal holidays.
- Medical, dental, vision and life insurance.
- Long-term disability insurance.
- State Retirement.
- Four-day work week!
- Two-bedroom apartment (optional).

Previous apartment management and/or experience with governmental housing programs is required. Experience with HUD and WSHFC LHT programs is very beneficial.

- Must have a valid Washington State Driver's license.
- Must be personally bondable for insurance purposes.
- Must have the ability to meet/obtain program certification requirements.

Pay rate: \$17.27 per hour.

Open until filled.

Interested? Please submit resume to alicia@ccwha.com