

Glen Cove Community Development Agency

Section 8 Housing Choice Voucher Program

Part-time Clerical

Job Description: Administrative position for the Glen Cove Housing Choice Voucher Section 8 Program.

Work activities will include:

- Assist the Program Administrator and Housing Specialist in administrative duties.
- Computer literate, answering heavy call volume, email, file, scan to file and photocopying.
- 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.
- Ability and willingness to learn interim recertification and compliance.
- Capability of working independently.
- Experience in HAPPY software program a plus.
- Bi-lingual (Spanish) a plus.

Hours: 20-25 hours per week

Salary: \$13.00 per hour (negotiable with commensurate experience)

Interested applicants should email a cover letter and resume to: jobs@glencovecda.org

Ann S. Fangmann, Executive Director

Glen Cove Community Development Agency

9 Glen Street

Glen Cove, NY 11542

Posting Date: 4/2/18 - Glen Cove CDA is an equal opportunity employer.