Program Specialist: Housing Choice and Program Based Vouchers

At the Menard County Housing Authority, our mission is to promote and provide quality housing while encouraging upward mobility and a better quality of life. We have been serving the local area since 1947 with a commitment to excellent housing that our residents can be proud of. We are searching for a **Program Specialist** to help us handle the details of the Housing Choice Voucher (HCV) and Program Based Voucher (PBV) programs.

Our ideal candidate for the Program Specialist:
- Takes prided in being detail oriented; ensuring every application, certification, form, background check and file is thorough and complete.
- Is rule-oriented and conscientious; you enjoy following processes and procedures, and will ask questions if unsure of the correct course of action.
- Is courteous, tactful, considerate and pleasant when dealing with applicants and residents on the phone or in-person.
- Enjoys working on a fast-paced team with a variety of tasks.
- Has 2-4 years of experience dealing with Housing and Urban Development (HUD) regulations Section 8 programs, and/or property management including health and fire regulations, landlord/tenant relationships, leasing of property and evictions.
- Has a degree or equivalent work experience in social work, public administration or business administration.

We offer a generous time off package, health/dental/vision benefits, retirement savings program, flexible work environment and team atmosphere.

Job location: Petersburg, Illinois
FLSA Status: Exempt
Work schedule: Monday-Friday, 8:00 - 4:30

The Menard County Housing Authority values diversity and people from all backgrounds. We are an equal opportunity workplace and will consider all qualified applicants without regard for gender, race, age, or any other characteristics protected by law.

Resumes can be sent to bames@menardcha.org or mailed to Menard County Housing Authority ATTN: Brad Ames 101 W Sheridan P.O. Box 168 Petersburg, IL 62675