

## **Revere Housing Authority Temporary Assistant Tenant Selector**

**Position:** Temporary Assistant Tenant Selector

**Location:** Revere Housing Authority

**Duration:** 13 weeks

**Hours:** 18 hours/week Monday to Wednesday 8:00 am – 1:00pm and Thursday 8:00 am – 11:00 am

**Compensation:** TBD

The Revere Housing Authority (RHA) provides safe and affordable housing to low-income families through the management of Federal and State funded programs. The RHA is seeking an energetic, and motivated, individual, to join our team to assist with our State Housing waiting list.

The Assistant Tenant Selector will aid the Tenant Selector/ Occupancy Manager in determining eligibility for state public housing. This includes creating and mailing CHAMP Priority/Vacancy packets to applicants currently on the waiting list, assist with processing all eligible applicants by obtaining third-party verifications on income, bank accounts, photo ID and student status on all household members 18+ years old, obtain landlord/residential history, perform rent calculations and other duties as required

**Knowledge, Skills, and Abilities:** Strong verbal and excellent written communication and organizational skills; ability to take direction; quick learner; desire to develop professionally; a passion for helping and assisting people; ability to grasp and apply public housing rent calculation regulations accurately; willingness to help out and be a team player.

Applications may be submitted by sending resumes and a brief cover letter with salary requirements by mail to: Revere Housing Authority, Attention: Rosa Garbarino, Administrative Assistant/Bookkeeper, 70 Cooledge Revere, MA 02151 by October 11, 2024. Please include "Temporary assistant Tenant Selector Application" in the subject line. RHA is an Equal Opportunity Employer/Affirmative Action Employer