

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING

POSITION TITLE: Family Self-Sufficiency/Homeownership Coordinator

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Family Self-Sufficiency/Homeownership Coordinator. The successful candidate for this position will have a passion for assisting families to better their lives, and will be responsible for the direct implementation of the Family Self-Sufficiency Program (FSSP) and Homeownership Program. Under the direction of the Housing Choice Voucher Program Director, the successful candidate will: develop/update the CHA's Action Plan, as required by the Department of Housing and Urban Development (HUD); assemble the CHA's Program Coordinating Committee; screen applicants for the FSSP and accept families into the Program; monitor progress of FSSP participants; coordinate with across departments to set up escrow accounts on behalf of FSSP participants; and update and revise procedures and policies and remain current with HUD regulations.

This is a grant position; funding is announced on an annual basis.

Qualifications: High School Diploma/GED is required and graduation from an accredited college or university is preferred, with one to three years' of experience in administrative support work or office management, or any equivalent combination of education, training, and experience which, in the sole determination of the CHA, provides the required knowledge and abilities may be considered sufficient.

Interested candidates should submit a cover letter detailing their interest in this position and a resume or completed CHA application to: Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attn: Human Resources or by fax (423) 752-4197 or e-mail to hr@chahousing.org. The deadline for resume/application submissions is Friday, May 20, 2022.

Equal Opportunity Employer