



The Housing Authority of the City of Newport, RI is looking to hire an **Assistant Manager** to join our management team in the beautiful, scenic City by the Sea! Our housing communities include Tax credit, Public housing, Project based Section 8 and other rental assistance. Primary responsibilities include program compliance, customer service, resident-relations, recertifications, marketing, leasing, rent collection, lease compliance, work order processing, apartment and site inspections, budget monitoring, relocation assistance, and various reporting requirements. Bilingual in Spanish is a plus. Existing tax credit experience preferred, but training will be provided.

The Housing Authority of Newport offers a competitive salary and benefit package that includes medical, dental, pension, paid time off including your birthday and more. Interested applicants must submit a letter of interest and resume to Tammy Nelson, Director of Operations, the Housing Authority of Newport at 120B Hillside Avenue, Newport, RI 02840 or via email at [tnelson@nphousing.org](mailto:tnelson@nphousing.org) by **Friday, July 6, 2018 no later than 4:30p.m.**

*Equal Opportunity Employer*