

Housing Assistant – 35-hour/week position with benefit stipend for experienced individual to provide administrative, organizational support in the leasing/occupancy functions of tax credit property developed by non-profit. This includes file compliance, rent collection, inspections, resident relations and other property management functions. Must have excellent oral and written communication skills and be proficient in the use of computers and compliance software. Completed resumes should be submitted should be sent to clare@sha.necoxmail.com by January 31, 2019. Gemini Housing Corporation is an Equal Opportunity Affirmative Action Employer.