

The Cumberland Housing Authority is seeking a highly skilled, motivated professional individual who will be responsible for the day-to-day operations at Cumberland Manor, an elderly/disabled public housing building with 176 units. Cumberland Manor was built in 1969 for the purpose of providing affordable, decent, safe, and sanitary housing for elderly and disabled individuals in Cumberland Rhode Island. All interested individuals must have hands on experience with public housing rules and regulations, resident meetings/program outreach, housing software and have strong skills in file management and program compliance. The individual will supervise and coordinate the activities of the administrative staff and will implement appropriate policies and procedures in accordance with Federal, State, Local and CHA rules, and regulations. Basic knowledge of Microsoft Office preferred. An Associate Degree or a minimum of 5 years' experience in a management capacity in public housing is required.

This is a full-time position at 35 hours/week and the salary is \$30-\$35 per hour. The Cumberland Housing Authority offers a comprehensive benefits package that includes health, dental, and a pension plan.

Please apply to Susan Monaghan: smonaghan@cumberlandha.org

Cumberland Housing Authority is an Equal Opportunity Employer.