

The Grand Rapids Housing Commission is currently seeking one full-time Section 8 Coordinator. **Clerical** Full time, Mon-Fri, 8am-5pm: Responsible for the coordination of the Section 8 Program, meet with clients; provide orientation and schedule inspections. Required: High school diploma, GED, or equivalent, and two years full-time work experience in subsidized rental, property management or social work. Associates in Business Administration or related field preferred. Must be able to work with a diverse population, communicate effectively, perform basic math accurately, plan, organize, and make sound judgments and decisions. Must demonstrate skills in operating office equipment such as multi-line telephone, facsimile, copier and calculator; using computer software such as spreadsheets, database and word processing; and utilizing proper grammar, punctuation, spelling and correct arrangement of information. Salary \$45,743 plus benefits. Applications will be accepted November 5, 2018 through November 21, 2018 and may be completed online at [www.grhousing.org](http://www.grhousing.org) or picked up at:

Grand Rapids Housing Commission  
1420 Fuller Ave. SE,  
Grand Rapids, MI, 49507

An Equal Opportunity/Affirmative Action Employer