

JOB POSTING – EXECUTIVE DIRECTOR – COHASSET HOUSING AUTHORITY

The Cohasset Housing Authority (CHA) is seeking a qualified and experienced housing administrator for the position of Executive Director. The Authority's portfolio includes 64 units of Chapter 667 Elderly/Handicapped, 12 units of Chapter 689, (Disabled). The candidate should be familiar with the policies and regulations of the Office of Housing and Livable Communities (EOHLC) program requirements.

Minimum requirements: a minimum of 4 years of experience in public or private housing management, community development, public administration, non-profit administrations, or a related field that demonstrates strong management and organization skills. Knowledge of the principles and practices of state public housing management programs, capital improvement, planning, technology systems, maintenance responsibilities and practices and finances desired. Strong organization and personnel management skills desired. Two years of experience overseeing at least three staff persons or as a significant project team leader or program administrator required.

Possess excellent written and verbal skills required to communicate effectively with local officials, boards, residents, service providers and funding agencies. Experience working with the public, as well as individuals of various socio-economic backgrounds. Must be bondable. Certification as a Massachusetts Public Housing Administrator (MPHA) desired or obtained within one year.

Must be proficient in Word, Excel, and Outlook. Familiarity with centralized public housing wait lists (CHAMP), housing software (PHA-Network), and EOHLC databases and reporting systems desired. Other preferred credentials include graduation from an accredited four-year college or university and a passion for the mission of affordable housing.

The maximum salary is \$50,764 and is dependent upon experience, education, and certifications in accordance with the EOHLC Executive Director Salary Schedule. The required work hours are 22 hours per week and the position includes excellent benefits. The candidate will be subject to qualification verification prior to employment. The preference is for a dedicated Executive Director, but CHA will entertain a management contract.

How to Apply:

To apply in confidence please submit a cover letter and resume to the following address:

Donna McGee, Chair
Cohasset Housing Authority
60 Elm Street
Cohasset, MA 02025

The deadline to apply is no later than the close of business on April 26, 2024. Late applications shall not be considered. More detailed information will be required of applicants that advance to the next level of consideration.

Diverse applicants are encouraged to apply.

The Cohasset Housing Authority is an Equal Opportunity Employer.