

## Employment Opportunity Posting

**Management Co.:** PHFA

**Position Available:** Housing Management Representative I

**Available:**

**Location:** Harrisburg Office

**Job Description:** The Housing Management Representative (HMR) I will be based out of the Harrisburg office and be responsible for monitoring the compliance of a specific portfolio of multifamily properties financed by the Agency. The region covered by the HMR I is Central-Eastern PA and the HMR must be willing to travel. The HMR I must be thoroughly familiar with all applicable program rules, regulations, and requirements pertaining to the management and compliance of the HUD Section 8 Program, the HOME Investment Partnership Program (HOME), the Federal Low-Income Housing Tax Credit programs and other programs as they arise.

### **Qualifications:**

- College graduate with degree from accredited academic institution. Three or more years relevant work experience in related field may be substituted.
- Ability to plan and organize and complete work assignments within set deadlines.
- Ability to communicate effectively both verbally and in writing, including effectively communicating with internal staff and external customers.
- Ability to work well with supervisors, partners and coworkers.
- Thorough knowledge of all Section 8, HOME, and LIHTC program requirements.
- Ability to work alone and in teams.
- Familiarity working with the AS400 and Microsoft Word, Excel, Access, Outlook and PowerPoint.

**Salary:** Salary Commensurate with experience.

**Apply:** Interested applicants may apply for the position on the PHFA website at:

<https://www.phfa.org/about/employment.aspx> .