

Join Our Team!



Property and Program Specialist

Are you in search of an exhilarating career dedicated to providing and managing safe and affordable housing in our community? The Itasca County Housing and Redevelopment Authority has the perfect job for you featuring attractive benefits, and a welcoming work environment.

This position is responsible for the administration and management of both federally subsidized townhomes and non-subsidized apartments in Grand Rapids, MN.

Qualifications

- 2-years' post secondary education
- Experience in property management, housing field, or social services programs.
- Demonstrated excellent communication skills
- Computer proficiency and ability to learn housing specific software
- Highly Detailed-Oriented
- Valid MN Driver's license

Summary of Principal Duties:

- Provides exceptional customer service and fosters good resident relations
- Oversees and participates in the showing of apartments and properties
- Process move in, annual and interim recertifications for rent assistance to accurately determine rent subsidy
- Prepares leasing documents and conducts leasing appointments.
- Coordinates tenant turnover, including processing eviction actions, and responsible to ensure leasing schedules are met
- Maintains resident files and other records related to assigned rental housing programs.
- Attend trainings, workshops, and meetings to keep informed of new procedures and policy changes

Employee Benefits:



Competitive Salary



Generous Benefits Package



Great Working Environment

Send a cover letter and resume to Dana Abbott at dana@itascacountyhra.org

Complete Position Description is available at www.itascacountyhra.org

This position is open until filled, with the first review of resumes on Friday, August 30, 2024