



# Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • [contact@vsha.org](mailto:contact@vsha.org)

## NOTICE OF OPEN POSITION

### Occupancy Services Coordinator (Temporary Position)

August 2021

**About VSHA:** Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

**Position:** VSHA's Housing Program Administration has an immediate need for temporary management-level support of the Occupancy Services Division, which assists individuals accessing Section 8 housing subsidies in maintaining their benefits and housing. The Occupancy Services Coordinator manages the programming of this Division and leads the team of Client Services Specialists to ensure that high-quality services are provided to individuals and families with income-based needs for affordable housing.

This temporary role offers an opportunity for an experienced manager to join our committed team, to work with an established and respected agency, and to contribute to VSHA's affordable housing-focused mission, with the potential for longer-term employment.

#### Qualifications and Requirements:

Among the qualifications required to successfully fulfil the responsibilities of the Occupancy Services Coordinator are:

- Bachelor's degree in a relevant field of study and experience in nonprofit program management (or a combination of education and experience likely to provide the skills and abilities to successfully perform the functions of the position).
- Knowledge of (or ability to quickly learn) laws, regulations, policies, and issues as they pertain to affordable housing.
- Ability to effectively lead and manage staff with respect and shared vision.
- Ability to competently assess, address, and resolve emergent situations and complex issues.
- Excellent time management, organizational, and project/task management skills.
- Ability and autonomous motivation to complete work accurately and according to deadlines.
- Strong written and verbal communications skills, with the ability to give clear written and verbal instructions.
- Ability to exercise sound judgement and to maintain a calm demeanor in challenging situations.

**Compensation and Schedule:** This temporary position has an expected duration of 3 months, with a full-time (40 hour/week) schedule within VSHA's core business hours of Monday – Friday, 7:45 am – 4:30 pm, and offers a competitive wage (please note that temporary positions are not benefits-eligible).

**To Apply:** Please email your cover letter and resume to [careers@vsha.org](mailto:careers@vsha.org) or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602.

---

*Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.*