

Housing Compliance Specialist

Position Overview

FHC is seeking a motivated individual who thrives in a fast-paced environment and has good communication skills, both written and verbal. Ability to interact with a wide range of people and preferably has experience in Low Income Housing Tax Credit (LIHTC), HUD Section 8 Voucher Programs and a thorough understanding of the Fair Housing Act. This is a full-time on-site position, 9:00am to 5:00pm Monday through Friday at our office on Main Street in Falmouth.

Duties and Responsibilities (include but not limited to)

- Conduct required annual recertification process with tenants
- Enter annual recertification data into our property management software program
- Meet with prospective tenants for initial certification interviews, ensure application is filled out correctly and required documentation is submitted
- Process files for eligibility and complete lease-up procedures
- Complete audits of files for various monitoring agencies
- Address lease violations and complaints with tenants
- Communicate with Housing Authorities and monitoring agencies
- Complete training as required to stay current with LIHTC, HOME, Fair Housing and HUD rules and regulations

Qualifications

- Familiarity with Federal, State and local affordable housing programs
- Fluent in Microsoft Office
- College Degree or relevant experience with affordable housing
- LIHTC, HUD and Fair Housing experience preferred. Will train the right candidate.

Benefits

- Competitive Salary
- Matching Retirement Plan
- Employer Sponsored Health Insurance
- Paid vacation and sick time
- 13 paid holidays

Salary Range: \$55,000 - \$65,000 a year (based on experience)

Please send your resume and cover letter to HRdept@falmouthhousingcorp.org

Falmouth Housing Corporation is an Equal Opportunity Employer