

## Housing Specialist

The Oshkosh Housing Authority in Oshkosh, Wisconsin is looking to hire an energetic, attention to detail, Housing Specialist. This is a non-exempt position with an excellent wage and benefit package.

The major responsibilities of the position are to: Process housing applications to determine Initial, Income and Asset eligibility for all Oshkosh/Winnebago County Housing Authority's 650 Multi-family & Public Housing units and over 430 Vouchers; Manage a 13 unit affordable housing site to ensure program and project compliance with HUD requirements, and; Other administrative functions.

### Essential Qualifications, Credentials and Technical Skills:

#### Preferred:

- Two years of experience in the Affordable Housing Industry Property Management;
- Strong knowledge of EIV and MRI/HAB housing software.

#### Required:

- Computer skills to include proficiency level with Microsoft Office tools
- Strong organizational skills, detail orientated, ability to multi-task, and work well with others
- Research, problem solving, and customer service skills
- Consistent adherence to high standards of ethical behavior, confidentiality and professionalism
- High School Diploma

Please email your cover letter and resume to [KimI@ohawcha.org](mailto:KimI@ohawcha.org).