

Job Opportunity

Executive Director Taylor County Housing Authority

Taylor County Housing Authority administers multiple grant programs providing low income households with loans for home rehab, down payment assistance, foreclosure prevention and rental assistance.

This position is complex and expectations include consistent demonstration of client confidentiality, working independently as this is a one person office, meeting deadlines, multi-tasking, attention to detail and working with the public. Understanding, implementing and adhering to grant rules and requirements is essential. Payroll, accounts receivable, accounts payable, bank reconciliation, grant applications, correspondence and other duties as needed.

Applicant should be proficient in Windows Excel, Word, Outlook and Access. A bachelor's degree is preferred. Will consider other equivalent combination of experience and training. Hourly wage based on education/experience. The position is part-time, Monday-Thursday 8am-4:30pm.

An application can also be emailed or mailed to you by submitting a request.

Send resume to:

Taylor County Housing Authority
Attn. Jessica Mudgett
224 South 2nd Street, Room 1305
Medford, WI 54451

or email to jessica.mudgett@co.taylor.wi.us

Application deadline is March 22nd