

Field Operations Coordinator for low income housing provider

Location: Chelsea, MA

Hours: Full time, 40 hours per week, 9:30 a.m. to 5:30 p.m.

Compensation: \$32,000 – 38,000, depending upon qualifications

Benefits include: Health/Dental/Life; 403B, sick/personal/vacation time

Please forward resumes to: shorner@mhpi.net

MHPI, Inc. is a non-profit organization providing housing for low income elderly and disabled individuals. This position is responsible for coordinating and dispatching maintenance work orders for more than 200 residential units within Massachusetts, primarily in the Boston area, but also includes units north and west of Boston.

This highly organized candidate will be able to multi-task and follow up with fellow employees, vendors, inspectors and residents to ensure that work is being completed in a timely and efficient manner. Travel between properties and other various locations will be required from time to time.

In addition to coordinating facility requirements and providing support to the Senior Property Manager, the successful candidate will be required to assist the Occupancy Department of MHPI, Inc. with re-certifications, verifications, filing, mailings, etc.

This position requires the ability to communicate respectfully and clearly with residents, staff and vendors. Previous housing experience and/or experience with Boston Post Housing Software is a plus