

## **RIHousing – Administrative Assistant, Housing Choice Voucher Program**

**Pay Rate - \$22.23 - \$32.16**

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

This position is accountable for providing administrative and programmatic support to facilitate the operation of the Housing Choice Voucher Program (HCVP).

### **What you'll do on a daily basis:**

- Provide accurate and timely administrative and organizational support to the Housing Choice Voucher Program Manager.
- Perform required administrative and support duties to ensure efficient program operation.
- Serve as primary administrative point of contact for unit inspections.
- Work with the Accounting Department to provide timely and accurate payment to all landlord and serve as primary point of contact for questions/concerns.
- Develop and maintain the HCVP program electronic filing system.
- Assist program staff with tenant inquiries and complaints as needed.
- Perform special projects, research, and reporting as assigned.
- Project a positive corporate image through professional and courteous contact with all constituencies.

### **What you'll bring to the team:**

This position performs a range of administrative, financial, and other support functions. Since this position is not routine in nature, the incumbent must be flexible, well organized, and able to set priorities and work independently to complete assigned projects. He/she projects a positive corporate image through professional and courteous contact with all constituencies.

A major focus of this position is the ongoing administration of two key program functions: 1) the bimonthly "check run" process to provide payment to nearly 1,000 landlords, and 2) oversight of all required unit inspections, both at initial occupancy and on an ongoing basis. These responsibilities will require frequent interaction with both internal colleagues in the Accounting Department and among HCVP staff, as well as with external vendors. The incumbent will also be in frequent contact with both landlords and tenants to address questions and concerns.

This position also has a significant organizational component. The HCVP program has an extensive electronic filing system that requires a high level of organization, frequent maintenance, and support for staff to utilize the system effectively.

Finally, this position provides support to the Manager to facilitate the overall effective operation of the program. These tasks are not routine in nature but may include assistance with the annual HUD Section 8 Management Assessment Program (SEMAP), assistance preparing the Housing Choice Voucher Administrative Plan and Public Housing Authority Annual Plan, program data collection, and implementation of new special initiatives/programs.

**What you'll need to succeed:**

- Business school certificate or Associates degree preferred.
- Three to five years administrative experience, preferably in the property management/rental assistance field
- Experience administering the financial aspects of agency operations (ex: vendor payments)
- Ability to work in multi-project environment
- Proficiency in word processing and spreadsheet software packages
- Strong communications and organizational skills
- Bilingual ability preferred (particularly Spanish)

**Why RIHousing:**

- Mission Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021, 2022
- Worksite Health Award 2013-2021

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.

- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.