

RECERTIFICATION SPECIALIST

Tenants' Development Corp. (TDC), an organization founded and lead by residents, seeks candidates for the position of Recertification Specialist. The Recertification Specialist is responsible for performing resident's annual and interim certifications for properties owned and managed by TDC totaling 285 units located in Boston - South End. Candidates must have minimum 3 years HUD Section 8 and LIHTC work experience; must have the designation of COS and C3P or similar designations. Candidate must demonstrate strong resident relations and interpersonal skills, be detail oriented and organized, strong math skills, Microsoft Word/Excel knowledge and experience required, Real Page/One-Site or similar software experience required.

Pay range \$15-\$20/hour. TDC offers an excellent benefits package which includes medical, dental, life insurance, short and long term disability, optional Aflac insurance products, 15 paid holidays, sick and vacation leave time. Please send resume and salary requirements to ahuggins@tenantsdevelopment.com. **No phone calls please.**

Equal Opportunity Employer