

Employment Coordinator Resident Services

HAKC's Employment Coordinator is responsible for organizing the HAKC's Section 3 resident employment efforts by working with all HAKC departments; developers; construction contractors and subcontractors; service provider contractors; tenant associations; and residents of public and assisted housing.

To perform this job successfully, an individual must demonstrate the following competencies:

- Skilled in organizing activities, programs and events
- Ability to make presentations, interview individuals and analyze assessments
- Ability to prepare reports and analyze data
- Ability to communicate effectively, both verbal and written
- Ability to understand federal regulations and follow the requirements of the program

Individuals must have the following qualifications:

- College degree from a 4-year college or university with major coursework in social work, adult education, business administration or social services
- 3 years of professional experience or 10 years of relevant experience

Interested applicants submit resume to:

Housing Authority of Kansas City, Missouri, Administrative Services, 3822 Summit,
Kansas City, Missouri 64111. FAX: 816-968-4225

Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer and is a drug- and alcohol-free work environment.

Position is open until filled

EOE