

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the position of Tenant Selection Coordinator. Our Tenant Selection Coordinators are responsible for scheduling and conducting face-to-face client interviews, showing and leasing public housing apartments and houses. Tenant Selection Coordinators must be able to compose simple correspondence; have the ability to read and comprehend policies, procedures and instructional memorandums.

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

- Ability to perform basic mathematical calculations
- Must communicate effectively; verbally and in writing
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Individuals must have the following qualifications:

- High school diploma/GED required; supplemented by 2 years of college in business administration or related field
- 1 year work experience in public or private housing management operations, including some resident selection experience
- Experience with Microsoft Office

Interested applicants can send applications or resumes to tgumbel@hkc.org or fax to 816-968-4225.

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

POSITION IS OPEN UNTIL FILLED

Job Type: Full-time