

### **Section 3 Coordinator Resident Services**

Our Section 3 Coordinator is responsible for organizing the HAKC's 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, 920 Main Street, Suite 701, Kansas City, Missouri 64105. 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**