

**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:

- Ability to maintain a data base of resident's employment skills
- Ability to work with employment partner agencies
- Excellent Excel skills
- Ability to gather data, prepare reports
- Ability to meet and work with contractors enforcing the Section 3 requirements
- Ability to understand and implement the Section 3 regulations
- Ability to communicate effectively, both verbal and written
- Ability to organize a yearly job fair with partner agencies
- Must be able to work with and assist low income residents, help create employment opportunities
- 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 or relevant experience, some case management experience preferred
- Marketing experience

Interested applicants submit resume as follows:

Administrative Services
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FAX: 816-285-4025

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