

**Tenant Selection Coordinator  
Tenant Selection**

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 submit resume as follows:**

Administrative Services  
Housing Authority of Kansas City, Missouri  
920 Main Street, Suite 701  
Kansas City, MO 64105  
E-mail: [agroves@hac.org](mailto:agroves@hac.org)  
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**