

Assistant Executive Director—Brookline Housing Authority (BHA)

- Exercises overall responsibility for maintaining the high quality of housing and support services provided to BHA residents.
- Oversees BHA's day-to-day internal operations including Admissions, Leased Housing, Maintenance, Operations, Property Management, and Resident Services.
- Works closely with government entities and social service partners in the community to help further the BHA's affordable housing platform.
- Supervises the following positions: Director of Leased Housing and Admissions, Director of Maintenance and Modernization, Director of Property Management, and Director of Resident Services.

Education and/or Experience:

- Bachelor's degree in business administration, public administration, or related field preferred.
- Minimum of five (5) years of experience in public/affordable housing operations or property management.
- Minimum of three (3) years in a senior management role involving maintenance, property management, human resources, or operations.
- Experience with HR practices and policies.
- Must obtain NAHRO's Public Housing Manager and/or Mass NAHRO's Massachusetts Public Housing Administrator certification within one year of hire.

Technical Skills:

- Strong computer and IT skills.
- Experience with HUD Secure Systems, EOHLIC Online Housing Applications, and PHA Web accounting/compliance software a plus.

To Apply:

For consideration, please *submit both a cover letter and resume* to sfertig@brooklinehousing.org.

No phone calls. Full job posting available at www.brooklinehousing.org under "About Us" and "Careers."

The BHA is an equal opportunity/affirmative action employer. Females, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.