

Housing Coordinator, Planning & Development

Department: Planning and Development

Location: Hyannis, MA

Benefits: Yes

Closing Date: December 13, 2022, 4:30 p.m.

Salary: \$1,592.20 weekly

Job Description: Highly skilled technical administrative work in conducting and supervising affordable housing activities for the Town; all other work as required.

Minimum Qualifications: Bachelor's degree in urban or regional planning, urban affairs, social science or a related field and more than seven (7) years of progressively responsible experience in at least one of the following areas: affordable housing programs and projects, community and economic development. A master's degree in one of the above professional fields may be substituted for one (1) year of experience in affordable housing development.

Massachusetts Class D motor vehicle operator's license required.

Additional Qualifications: Thorough knowledge of state and federal housing regulations and programs. Knowledge of the principles and techniques of community and economic development and resource planning.

Ability to develop effective working relationships with diverse local, regional and elected officials, and organizations, developers, and the general public. Ability to conduct independent research and to analyze and interpret results. Ability to communicate effectively both orally and in writing and make presentations before large groups.

Skilled in housing analysis, mapping, planning, design, research and analysis, and computer use for word processing, spreadsheets, database and graphic applications.

\$1,592.20 weekly + benefits

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Deadline: December 13, 2022