



## Old First Ward Community Center

62 Republic Street Buffalo, NY 14204 (716) 856-8613 fax (716) 856-8273

### Housing & Community Development Assistant

- **Job Summary:** The Housing & Community Development Assistant will support the Director of Housing and Community Development by completing day to day administrative tasks within the scope of Housing & Community Development
- **Reports to:** Director of Housing & Community Development
- **Job Qualifications:** The Community Development Assistant should possess proficient oral and written communication skills, adept in Microsoft Office 365 and online data sharing platforms, and ability to work under strict deadlines
- Additional duties assigned as needed
- Reliable transportation and valid driver's license preferred
- **20 hours/week**

Please email resume to [director@old1stward.org](mailto:director@old1stward.org) or mail to:

Old 1<sup>st</sup> Ward Community Center  
Attn: Tori Ferraina  
62 Republic Street  
Buffalo, NY 14204

The Old First Ward Community Center is an Equal Opportunity Employer.