



BELMONT

HOUSING RESOURCES FOR WNY

www.belmonthousingwny.org  

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Dated 11/17/2017

EMPLOYMENT OPPORTUNITIES

Founded in 1977, BHR is a leading advocate for quality affordable housing. We administer rental assistance programs and offer a variety of housing-related programs and services promoting home ownership, educating renters and landlords, improving existing housing stock, and developing and managing affordable housing.

Housing Specialist – Candidate will be responsible for administration of rental assistance program for low-income families. Seeking a service-oriented individual who has the ability to work independently, manage time and high volume while organizing workflow. Strong math, verbal, writing, and problem solving skills required. Qualified candidate will have a Bachelor's degree in a related field or 4-year combination of education and relevant experience.

Site Manager for affordable housing sites located in Buffalo area. Qualified candidate will be a detail-oriented, self-starter with excellent customer service skills and the ability to handle multiple tasks in a fast-paced environment. Bachelor's degree and one to two years related experience or equivalent combination of education and experience. HUD/LIHTC experience, Real Estate License and ARM/COS certification desired.

Full Time and Part Time Assistant Site Manager needed to provide administrative and clerical support to Site Managers at multiple properties in Buffalo area. Bachelor's; or Associate's degree, plus 2 years related experience; or equivalent combination of education and experience required. Must be computer literate, have valid driver's license and reliable transportation.

For details and to apply, go to:

www.belmonthousingwny.org

Application Deadline is November 29, 2017

Belmont Housing Resources is an Equal Opportunity and Affirmative Action employer committed to recruiting and maintaining a diverse staff. All interested individuals, including people of color, women, LGBT, persons with disabilities and veterans, are encouraged to apply.