



BELMONT

HOUSING RESOURCES FOR WNY

www.belmonthousingwny.org

1195 Main Street
Buffalo, NY 14209-2196
(716) 884-7791
Fax: (716) 884-8026

33 Spruce Street
North Tonawanda, NY 14120-6305
(716) 213-2784
Fax: (716) 213-2787

Dated 1/2/2018

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.

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. Excellent compensation package. EOE/AA

HOUSING SPECIALIST – Service-oriented individual with strong math, verbal, writing, organizational and time management skills needed to administer rental assistance programs for low-income families at our Buffalo office. This individual will assist clients with housing searches and conduct income determinations for the program participants to determine continued eligibility. Must maintain accurate computer records and files. Bilingual a plus. Bachelor's degree OR a four year combination of education and experience required.

**Submit resume and cover letter online at:
www.belmonthousingwny.org**

Deadline to Apply is January 12, 2018

Belmont Housing Resources for WNY is an Equal Opportunity Employer and strong advocate of workforce diversity. Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran



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RECEPTIONIST – to greet visitors to the office and assist in the provision of basic information and services, and provide general clerical support to housing programs personnel. Candidate will also operate multi-line telephone system, answering calls and directing inquiries to appropriate personnel. Must be computer literate and able to multitask in a fast-paced environment. Must be a team player with excellent customer service skills. High school diploma or general education degree (GED) and 6-12 months of related experience and/or training; or equivalent combination of education and experience. Bilingual a plus.

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