



Central Office
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716-884-7791
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Niagara County Office
33 Spruce Street
North Tonawanda, NY 14120
716-213-2784
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Dated 6/14/18

EMPLOYMENT OPPORTUNITY

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.

SCHEDULING COORDINATOR – This individual will be responsible to ensure efficient operations in the housing inspections area by effectively scheduling and tracking all Section 8 inspections. Candidate must be customer service oriented, with strong communication & organizational skills. Familiar with Erie County & ability to read a map a plus. EOE/AA

Requirements: Associate's degree OR a two year combination of education and related experience.

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

Deadline to Apply is June 27, 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