

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING

POSITION TITLE: Community Manager

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Community Manager. The primary responsibilities include, but are not limited to, operate the assigned affordable housing site(s) in conformance with applicable laws, regulations, and CHA policies under the supervision of the Assistant Director of Housing Operations. The successful candidate will: be responsible for the day-to-day overall operation of the development(s), including income and expenses, overall supervision of all site staff, and implementation of those policies, procedures, and programs that will assure a well-managed, well maintained site; to the extent possible, assure financial, property management and regulatory performance norms for site(s) are met or exceeded; and develop strategies that will progress toward meeting the performance thresholds, when thresholds cannot be met.

Qualifications: Graduation from an accredited four-year college or university with major course work in Management, Public Administration supplemented by courses in real estate and property management, with 7 years of experience in subsidized housing and/or property management, or any equivalent combination of education, training, and experience which, in the sole determination of the CHA, provides the required knowledge and abilities may be considered sufficient.

Interested candidates should submit a cover letter detailing their interest in this position and a resume or completed CHA application by Friday, Friday, July 2, 2021 to: Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attn: Human Resources or e-mail to hr@chahousing.org.