

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING—Internal

POSITION TITLE: Special Projects Coordinator (Full-Time, Temporary)

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Special Projects Coordinator to provide a broad range of support functions contributing to the overall effectiveness of the Housing Operations Department.

The primary responsibilities include, but are not limited to: resident intake; interact with residents and outside sources on LIHTC program requirements; project coordination of tax credit leasing; development of training and staff tools for tax credit program; and other special projects, as assigned under the direction of the Upward Mobility Counselor.

This individual must be able to work flexible hours as needed, which may include some nights and weekends.

This is a temporary position; employment is only guaranteed through December 31, 2021.

Qualifications: Must have strong interpersonal skills and excellent verbal and written communication skills. Knowledge of Low Income Public Housing (LIPH), Low Income Housing Tax Credits (LIHTC), and other related housing programs is a plus. Bachelor's degree in Business Administration or related field is preferred, or any equivalent combination of education, training, and experience which, in the sole determination of the CHA, provides the required knowledge and abilities.

Send a cover letter explaining your interest in this position, a resume, or a completed CHA application to: Chattanooga Housing Authority, 801 North Holtzclaw Avenue, Chattanooga, TN, 37404, Attn: Human Resources or e-mail to hr@chahousing.org. Applications will be accepted until the position is filled.

Equal Opportunity Employer