



## **Broward County Housing Authority – Program Assistant**

### **Job Summary:**

Performs routine administrative and diversified clerical and data entry work in support of the various activities of the Assisted Housing Division and/or Inspections Department.

**Hiring Pay Range:** \$28,435-\$45,495

### **Years of Experience:**

Minimum two (2) years of experience working in a high-volume service environment with some experience in direct customer contact.

### **Education:**

Associates Degree or High School Diploma (GED) and two years of relevant experience

### **Responsibilities:**

1. Assists with termination files which include letters, review and documentation of closed cases, filing, appeals tracking and records purge in accordance with the Records Retention schedule.
2. Acts as liaison for participant and landlords which includes assistance with landlord workshops and orientations.
3. Provides clerical assistance to the assigned Supervisor as well as Assisted Housing Directors and Inspection Supervisor.
4. Pulls and prepares files for annual Shelter Plus Care (SPC) monitoring, public records requests, Agency Internal Audit, and other audits/monitoring as deemed necessary.
5. Prepares materials and equipment for webinars, training, etc.
6. Provides support and clerical assistance to Assigned team members in Occupancy, Inspections, and Intake.
7. Monitors Housing Assistance Payment (HAP) and waitlist phone lines and responds to inquiries from the general public.

### **Core Competencies:**

- Excellent customer service skills and the ability to connect with diverse personalities and backgrounds.
- Ability to operate various office equipment including fax machine, copier, and phone system.
- Basic to intermediate data entry skills.
- Basic mathematical skills which would usually be obtained through a high school education or equivalent.
- Ability to communicate effectively through verbal and in written means in e-mails, letters, reports, memos, and personal meetings.
- Bi-lingual communication skills preferred.
- Intermediate skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).

If you or someone you know is interested in the positions please visit our website [www.bchaf1.org](http://www.bchaf1.org) and click About Us and Careers.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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