

Property Manager Assistant

Part-time position for qualified individual to support the Section 8 program in the Spring Valley Village apartments. This position is responsible for a variety of administrative tasks related to the permanent supportive housing program including the maintenance of all files and documents related to the program. Associate degree in business administration preferred. Experience in implementing housing assistance or community development programs or an equivalent combination of experience and education required. Qualified individuals must have a working knowledge of Illinois Housing Development Authority National Affordable Housing Act (HOME), Illinois Housing Development Authority Housing Trust Fund Program, Federal Home Loan Bank requirements and the Statewide Referral Network Program (SRN). Valid driver's license required. Pre-employment drug screen required. This position will remain open until it is filled.