

JOB POSTING

Family Self-Sufficiency (FSS) Coordinator

Erie Metropolitan Housing Authority (EMHA) seeks a qualified Family Self-Sufficiency (FSS) Coordinator to be responsible in overseeing the Family Self-Sufficiency Program in accordance with regulations promulgated by HUD. Responsibilities include: planning, developing, implementing, and evaluating programs designed to increase the economic self-sufficiency of low-income families. Must have organizational skills, excellent communication skills with all contacts, computer proficiency, and typing speed (45 wpm). Ability to lift 45 lbs. Post-secondary education is preferred; and/or an equivalent combination of training and experience (5-7 years). Must be able to pass job certification examinations. Must possess valid Ohio vehicle operator's license and insurable under EMHA carrier. This is a non-bargaining position. Pre-employment physical and drug screening required. Submit resume with cover letter to ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, OH 44870 or by fax to (419) 621-4254. **Resumes will be accepted until Friday, January 27, 2023, or until filled.** Visit www.eriemetrohousing.org for job posting/description. No phone calls. **EOE**