

The Housing Assistance Program of Essex County, Inc. is seeking a full-time, **Program Services Coordinator**. The Program Services Coordinator answers directly to the Executive Director. Duties and responsibilities include those listed below:

- Responsible for project management of Emergency Solution Grant, Emergency Rental Assistance Program, and The Lee House Apartments.
- Oversees all coordination of subcontractors, Office and Temporary Disability, CARES NY and HAPEC.
- Performs monthly computer transmission to corresponding agencies.
- Oversees all the operation of the Lee House Apartments which includes coordination with renters, USDA, NYS HCR, and HAPEC.
- Assist in case management activities, maintain case files, and assist in preparing reports.
- Maintains compliance with all federal, state, and local regulations, guidelines, and policies relevant to each program's operations.

Education and Experience Requirements:

- Graduation from an accredited four-year college or university or considerable experience in program administration.
- Ability to present ideas, instructions and regulations clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, clients and public.
- Ability to manage respective program with emphasis on compliance and fiscal responsibility.
- Ability to handle difficult situations when working with tenants and subcontractors.

Interested applicants should email cover letter & resume to: info@hapec.org or mail to HAPEC, Inc. P.O. Box 157, Elizabethtown, NY 12932 by August 20, 2021. Details at www.hapec.org/latest-news/. HAPEC is an equal opportunity employer.