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PembrokeHA.com

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## JOB ACCOUNCEMENT

### Assistant Resident Services Coordinator

The Pembroke Housing Authority solicits applications from interested candidates to fill the position of Assistant Resident Services Coordinator. This position is an integral part of the Resident Services administrative team and will report directly to the Director of Resident Services.

This position will assist in coordinating, planning, organizing, and implementing of the delivery of services and the implementation of strategies to improve the quality of life for the Authority's residents. This may include recreation programs, special events, and special interest classes (arts, crafts, home and garden, health seminars and lectures, exercise classes, cooking, cultural events, celebrations, games, etc.)

High School graduate or GED and one (1) year experience in public housing and/or progressively responsible experience in implementing client service and/or community outreach programs. A combination of experience and education may fulfill this requirement.

Successful candidates must have a valid North Carolina driver's license with clear driving record and a successful pre-employment drug screen. The willingness to work an unusual work schedule is required.

To be considered, interested candidates should submit a resume' with cover letter detailing salary requirements and benefits to [alocklear@pembrokeha.com](mailto:alocklear@pembrokeha.com). This position is open until filled.

Pembroke Housing Authority is an  
Equal Employment Opportunity Employer.