

JOB ANNOUNCEMENT

DIRECTOR OF RESIDENT SERVICES

The Pembroke Housing Authority is accepting applications from qualified candidates for the position of Director of Resident Services. This position is an integral part of the administrative team and reports directly to the Executive Director.

This position coordinates the planning, organization, and implementation of resident services and strategies designed to improve the quality of life for Authority residents. Key responsibilities include coordinating resident services programs, working with community partners, supporting resident self-sufficiency initiatives, monitoring program performance, and preparing reports and analyses for management review.

Bachelor's degree in Business, Social Sciences, or Public Administration or closely related field from an accredited college or university with two (2) to five (5) years of relevant experience; or an equivalent combination of education and experience.

Successful candidates must have a valid North Carolina driver's license with clear driving record and a successful pre-employment drug screen. The flexibility to work some nights and weekends is required.

To be considered, interested candidates should submit a resume' with cover letter detailing salary requirements, working conditions, and benefits. This position is open until filled.

Please forward your resume with cover letter to Ashley R. Locklear, Executive Director; alocklear@pembrokeha.com.

Pembroke Housing Authority is an
Equal Employment Opportunity Employer.