

NOTICE

JOB and CONTRACTING OPPORTUNITIES

All Section 3 Residents and Contractors

If you are a **Section 8 Voucher Holder** (or a resident of Public Housing) and you live in the Virginia Beach-Norfolk-Newport News metropolitan statistical area (MSA), you may qualify!

Section 3 of the Housing and Community Development Act of 1968 was created to insure that certain employment and business opportunities are made available to qualified **low- and very low-income persons**.

For more information visit www.vbgov.com/Section3 or contact:

Department of Housing and Neighborhood Preservation at Housenp@vbgov.com.

Thursday, May 04, 2017

Virginia Beach **Department of Housing and Neighborhood Preservation** is searching for an innovative, creative, independent person to work towards achieving the city's goals for affordability and the preservation and enhancement of existing housing as a **Housing Program Coordinator**. For more information and to apply, visit <http://www.vbgovcareers.com/>.

Housing Programs Coordinator

Requisition ID: **22133**

Working Title: **Housing Program Coordinator**

Department/Division: **Housing and Neighborhood Preservation - Rehabilitation and Construction**

Pay Range: **A.11, \$54,938.40 - \$84,347.04**

Starting Salary: **Minimum of the Pay Range**

Job Type: **Full Time Grant**

Part Time Hours/Wk:

Work Schedule: **M- F, 8am-5pm**

Work Location: **Housing - Municipal Center**

Close Date: **5/29/17**

Please note that requisitions close at 12:01am on the closing date. To ensure your application is received before the requisition closes, please submit your application the day before the listed closing date.

Description

Two key goals of the Department of Housing and Neighborhood Preservation are to create and enhance affordable housing opportunities and to promote vibrant well-maintained neighborhoods. Achieving the city's goals for affordability and the preservation and enhancement of existing housing will be primary focal points for this position.

Under the direction of the Housing Development Administrator, the Housing Program Coordinator (HPC) will work to develop and implement a variety of neighborhood and housing programs designed to enhance neighborhoods through revitalization, rehabilitation and affordable housing opportunities and improve the retention, attraction and diversification of quality housing development in Virginia Beach.

This work will involve coordinating efforts regarding a new housing preservation / revitalization program; assisting in identifying, researching, and developing strategies to address revitalization goals; coordinating identified neighborhood revitalization planning projects; responding to community inquires in order to educate the public on the services the department provides or to clarify policies and procedures; coordinating housing assistance resources and tools.

The ideal candidate must be able to work independently in the community; possess knowledge of current housing regulations and laws with the ability to apply information as needed in an effort to revitalize neighborhoods; knowledge of affordable housing finance and real estate fundamentals; knowledge of community housing assistance resources; knowledge in developing housing assistance programs. In addition, the candidate must have skill working with diverse groups or individuals to obtain consensus on complex issues or policies.

The City of Virginia Beach is an EOE, qualified **Section 3** employer. Low- and very-low income residents of the Virginia Beach-Norfolk-Newport News, VA-NC MSA are encouraged to apply for this position. For more information visit www.vbgov.com/section3.

For additional information contact:
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Posted 5/4/2017