



Job Posting

**Affordable Housing Program Administrative Coordinator (Contract – 12 Months)
(Salary Range: \$28.19-31.68 /hour)
Housing Department**

The County of Grey is currently recruiting for an Affordable Housing Program Administrative Coordinator in our Housing Department.

As a member of the Housing Department Team, you will provide administrative assistance and support for the Affordable Housing Program and the Community Homelessness Prevention Initiative. You will perform a wide variety of functions which include assisting applicants with completing applications, phone inquiries, interviewing candidates, follow-up with landlords and homeowners, database input and promotion of the program.

The normal hours of work will be Monday to Friday, 8:30am to 4:30pm, and applicants are required to meet the following criteria:

- Post-secondary education in Social Services or Business Administration combined with a minimum of three years work experience in public service or social services area.
- Excellent interviewing, interpersonal and analytical skills to administer the Housing programs and recommend approval of applications.
- Computer skills in word processing and database management.
- Ability to exercise tact, diplomacy, good judgment and objectivity.

Candidates for the above position are invited to submit resumes prior to January 15th, 2020 at **4:30 p.m.** to:

Jodi Eagleson, Administrative Assistant
The County of Grey
595 9th Avenue East
Owen Sound ON N4K 3E3
Fax: (519) 372-0219 ext. 1305
Email: Jodi.eagleson@grey.ca
Web: grey.ca/employment/

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.