



## *East Windsor Housing Authority*



*John Burnham ~ Chairman  
Pauline Legassie ~ Vice Chairman  
Marie DeSousa ~ Secretary  
Elizabeth LeBorions ~ Treasurer  
Mark Simmons ~ Assist. Treasurer*

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### **Job Posting for Executive Director Position**

The East Windsor Housing Authority seeks qualified applicants for the full time (30 hours per week) position of Executive Director. The Executive Director reports to the Commissioners of the East Windsor Housing Authority.

Responsibilities include:

The day to day operations and the administration of 84 units of Elderly/Disabled Housing, a working knowledge of fiscal management, maintenance systems and the ability to supervise personnel.

Ability to relate and respond to elderly and/or disabled population.

Strong administrative and management skills in public or private housing, knowledge of Landlord/Tenant rights and responsibilities. Knowledge about Fair Housing Laws and practices are a priority.

Applicants should be bondable, maintain a valid driver's license and hold certification as a Public Housing Manager or must begin to obtain certification within six month of hire. Should hold a post-secondary degree or have equivalent experience.

Salary and Benefits to commensurate with related experience. Salary range \$35,000 - \$48,000. We are an equal opportunity employer. Please submit resume and application to: Chairman, East Windsor Housing Authority, 1A Park Hill Broad Brook, CT 06016.

Successful completion of the application process is mandatory.

Deadline for submission is March 15, 2014