

HoChunk Community Development Corporation (HCCDC) is seeking applicants for a **Tenant Services Coordinator** position open at our office in Winnebago, NE. The Coordinator will perform direct services to tenants of Low Income Tax Credit properties under management by HCCDC.

**KEY DUTIES** will include:

* Assisting low-income households in establishing eligibility for affordable rental housing
* Ensure compliance with all Fair Housing requirements
* Providing information/education regarding tenants’ rights and responsibilities under Tribal Code and Nebraska Landlord Tenant guidelines
* Coordinating maintenance, upkeep, and repair of properties
* Ensuring compliance with leases, tenant handbook, and requirements associated with the Low Income Tax Credit program
* Assisting tenants with budgeting, financial literacy, and credit coaching

**QUALIFICATIONS**: Associates Degree in public administration, human services, education or related field is preferred. Experience may substitute for degree. Prefer at least two years experience in direct client service, property management/maintenance, or project administration. Applicant should be familiar with landlord/tenant law and basic property maintenance. Excellent customer service skills required. Should have effective oral and written communication skills, computer literate, ability to work effectively with public and private sector.

**TO APPLY:**

**Contact Brian Mathers, HCCDC Executive Director at (402) 878-2192 to request full job description and HCCDC employment application. Or email Mr. Mathers at** [**bmathers@hochunkcdc.org**](mailto:bmathers@hochunkcdc.org) Applicants will need to provide a completed employment application form, resume, and cover letter. Position will remain open until filled. HCCDC is an Equal Opportunity Employer.