Office Administrator – Rental Assistance

The Opportunity

This is an exciting opportunity to join a growing, award winning company that is at the forefront of the sustainable housing community on Long Island.

The Housing Choice Voucher (HCV) program provides rental assistance to low-income families through Federal funds administered by the New York State Homes & Community Renewal (“HCR”). Often referred to by the portion of the legislation that authorized the program, Section 8, the program provides assistance to over 2 million low-income people nationwide each year.

CDCLI administers the Housing Choice Voucher program on behalf of New York State. CDCLI is the Suffolk County Local Administrator for the HCR Housing Choice Voucher program. CDCLI has been designated as a Public Housing Agency (PHA) by HUD. In this capacity as PHA, CDCLI has assumed full responsibility for vouchers, including program administration. CDCLI oversees tenant eligibility, lease-up, annual recertification, as well as Housing Quality Standards inspections of all units.

Responsibilities

- Update and maintain filing systems
- Utilize computer to process leases and contracts, ensuring their accuracy and completeness.
- Scanning documents
- Manage and maintain master storage list in excel.
- Coordinate shipment of storage files to/from outside vendor.
- Provide clerical support, i.e. memos, letters, labels, copying and distributing materials.
- Sort and distribute department mail.
- Must have the ability to safeguard confidential and sensitive information
- Answer inquiries from participants and property owners or landlords
- Provide back-up support to the Receptionist.
- Meet and greet visitors, directing them to appropriate staff members
- Respond to telephone inquiries and forward calls to the appropriate person.
- Knowledge of Word and Excel
- Additional duties as assigned by supervisor

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Qualifications

- Commitment to the mission of CDCLI
- High School diploma or GED
- 3+ years of related experience