



**NEIGHBORS OF
WATERTOWN, INC.**

**A Neighborhood Preservation Company
Serving Watertown Since 1969**

Company: Neighbors of Watertown, Inc.
Job Title: Rental Administrative Assistant
Status: Non-exempt, part-time (up to 20 hours per week), temporary

Description:

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities range from rental units to homeownership programs and owner-occupied housing rehabilitation. Our rental department oversees over 400 rental units financed in part by the Low-Income Housing Tax Credit (LIHTC) program and the Department of Housing and Urban Development (HUD).

We are seeking a Rental Administrative Assistant. This individual will work directly with rental staff, under supervision of the Compliance Specialist, to ensure that resident files are accurate and maintained to program standards.

Responsibilities include:

- Organizing resident files
- Preparing and obtaining file paperwork from residents / applicants.
- Working with rental staff to organize resident recertification appointments and paperwork.
- Working with rental staff to organize resident move-in appointments and paperwork.
- Other duties as assigned

Qualifications:

- Minimum High School Diploma or GED and 1 years work experience in related area.
- Strong ability to prioritize.
- Able to work with confidential information.
- Able to work independently and meet multiple deadlines.
- High attention to detail and excellent organizational skills.
- Working knowledge of Word and Excel.
- Excellent written and/or verbal communication skills.
- Works well with others to obtain needed information.



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