

POSITION TITLE: Leasing Specialist

DEPARTMENT: Leased Housing

STATUS: Non-Exempt

SALARY: \$50,000 - \$55,000 annually, dependent upon experience

POSITION SUMMARY:

The Worcester Housing Authority (WHA) seeks a Leasing Specialist. The Leasing Specialist will educate landlords on participating in the Housing Choice Voucher Program and recruit them into the program; assist participant families in timely securing affordable apartments; work with local officials and developers to advocate for more affordable units; and to perform rental market analysis as needed. The ideal candidate will be energetic, outgoing, and familiar with the real estate market in the community. This person should have excellent networking, sales, and negotiation skills, and the ability to work comfortably and respectfully with a diverse population. Normal business hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. Position may require occasional work outside of these hours to host and attend events/meetings in the evenings or weekends.

ESSENTIAL FUNCTIONS:

1. Assist participant families in securing affordable housing within the allotted voucher search time, including identifying available units, negotiating leases, and providing resources that will help participants be successful in their searches.
2. Plan and host landlord education and recruitment events; meet with landlords to discuss benefits of the program and maintain good, working relationships with them.
3. Develop and distribute informational flyers and materials for both landlords and participants; work with the WHA IT and marketing team to disseminate information online and on social media.
4. Act as the primary contact for the WHA in terms of identifying available stock of affordable apartments in private market, collecting that data, and creating resources for participants seeking affordable units.
5. Attend monthly Worcester Property Owners Association meetings, HUD Landlord Task Force Events, HCV Landlord Symposiums, and other, related, local networking group, association, and city meetings as a representative of the WHA.
6. Prepare rent reasonableness valuations using GoSection8.com's software.
7. Track and report data on landlord recruitment activities and success; participant lease-up success, failure, and timing, and other factors; analyze the data and provide feedback and suggestions to enhance success.

OTHER REPOSIBILITIES:

1. Performs similar job-related duties, as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's Degree preferred. Equivalent experience in related fields considered.
2. Proven understanding and experience in apartment leasing and negotiation.
3. Demonstrable familiarity with the Worcester County rental market.
4. Knowledge of real estate and fair housing laws preferred.
5. Ability to stay up to date with property market status.
6. Outgoing personality; ability to interact with people of different social, economic, and ethnic backgrounds cooperatively and respectfully.
7. Exceptional networking skills; able to establish cooperative, positive working relationships in the community and internally at the WHA.
8. Ability to collect, analyze, and interpret data; stay on top of local information and trends, and recommend creative and effective solutions.
9. Strong interpersonal communication skills - verbal, written, and public speaking.
10. Persuasiveness; experience in marketing, sales, and negotiations is helpful.
11. Proficient computer skills, specifically with Microsoft Office (particularly with Word, Excel, Power Point, and Outlook), internet navigation, Zoom, and social media.
12. Ability to be relied upon to be available for work.