



NOTICE OF POSITION OPENING

The Knox County Housing Authority (KCHA) provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. Effective management and the wise stewardship of public funds will be primary considerations throughout.

GENERAL OFFICE ASSISTANT/PUBLIC RELATIONS SPECIALIST

The General Office Assistant/Public Relations Specialist will provide general administrative support to the programs of the KCHA. This full-time position shall perform a variety of clerical tasks including typing, answering telephones, filing, processing incoming and outgoing mail, rent collection, computer entry, and other tasks in support of agency operations, in accordance with established protocol; and provide information and assistance to the public regarding KCHA policies and procedures. Employee shall exercise considerable judgment and initiative in carrying out day-to-day responsibilities subject to established procedures, practices and standards. Duties require knowledge of HUD regulations on participant selection and the ability to maintain records and prepare accurate and concise reports. Work involves regular interaction with the general public, at times under trying conditions. This position will be a point of contact for program participants, participant families, landlords, other social service agencies or community organizations, KCHA staff, other housing authority staff, HUD staff, and the general public. Additionally, this position is responsible for working with the Executive Director (ED) for planning and coordinating all aspects of public relations for the KCHA. Work shall involve increasing community awareness about KCHA by developing and executing effective communication and media relations programs, including social media and website management.

A full job description is available at the KCHA Central Office Cost Center. Interested candidates are encouraged to submit an application, resume, and letter of interest to Executive Director Derek Antoine no later than Friday, September 22, 2017 by 4:30 p.m. Application documents will be accepted in person or by mail, fax, or email. Should applicants have questions regarding this posting, please contact:

Derek Antoine
Executive Director
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Galesburg, IL 61401
dantoine@knoxhousing.org
(309) 342-8129, extension 223

The Knox County Housing Authority is an Equal Opportunity Employer.

