

## Housing Rehabilitation Manager

Hilltown CDC is accepting applications to fill the Housing Rehabilitation Manager position. This position works directly with the Housing Rehab Specialist to provide services to low to moderate income households in the Hilltown region.

Responsibilities include outreach to potentially eligible homeowners, retention of local contractors to bid on work and management of each housing rehab project. The program completes about twelve rehabs a year. Experience in managing and complying with CDBG or comparable federal grants is desirable but not required. Ability to qualify program participants, perform annual household income calculation, attention to detail, general knowledge of CDBG and the Hilltown community preferred. This position may be filled by one or two people depending on the applicant pool, qualifications, and the preference of the applicants.

**Hours:** 37.5 hours per week, for one position or 20-25 hours per week, typically Monday through Friday. Occasional evening and weekend hours are required.

**Compensation:** Full time salary range is \$42,000-\$50,000 per year, plus benefits. Part-time will be hourly dependent on qualifications and experience.

**Terms:** This is a grant-funded position. The continuation of the position is subject to status of future funding.

**EEO/AA/Section 3:** Applicants with handicaps and needing assistance will be accommodated. Among equally qualified candidates, low to moderate-income residents of the local region will be given preference.

**How to Apply:** Submit a resume and cover letter to: Faith Williams,  
[faithw@hilltowncdc.org](mailto:faithw@hilltowncdc.org) or by mail  
Hilltown CDC, PO Box 17  
Chesterfield, MA 01012  
Position will remain open until filled.

To request a full job description, email [faithw@hilltowncdc.org](mailto:faithw@hilltowncdc.org)

Hilltown CDC is an Equal Opportunity Employer