

Career Opportunity



Resident Association Coordinator

Salary
\$18.50 Hourly

Social Services

Reports to: Director Social Services

Closes: Until Filled

Position summary

Under general supervision to assist in the coordination and the development of programs for the THA Resident Associations to provide accurate and timely communication between THA and all residents, to empower residents to work together for the best possible living environment, to ensure mutual understanding of residents' responsibilities and rights, and to do related work as required.

Summary of Duties:

- Attend regularly scheduled Resident Association meetings.
- Recruit and develop residents to take leadership positions within the Resident Association.
- Train officers on proper protocol for conducting meetings.
- Prepare RA presidents to present at Board meetings and coordinate with Managers to insure their attendance.
- Assist residents with developing annual budgets.
- Monitor all RA expenditures and coordinate with Finance.
- Coordinate transportation for Resident Association activities.
- Attend workshops, seminars, conferences etc.
- Research and implement best practices for working with and developing Resident Associations.
- Facilitate education workshops and seminars for residents.

- Recruit residents for focus groups, forums, workshops and seminars.
- Develop a list of resources for the associations.
- Facilitate and monitor elections.
- Keep records of meetings
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year college or university in Psychology, Sociology, Social Work, Human Services, or Business-Related degree and three (3) years of experience working with low to moderate income populations in community organizing and planning. Prior work with public housing residents is preferred. Must provide proof of degree.

To apply

Qualified candidates should submit a resume to hr@tulsahousing.org or apply online at www.tulsahousing.org

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

EOE

We perform criminal background checks and drug testing.

