

HALLKEEN MANAGEMENT

Job Title: **Affordable Housing Specialist**
Location: **Boston, MA 02115**
Hours: **Full Time**

Job Description:

Hallkeen Management is seeking a motivated and dedicated Affordable Housing Specialist for a portfolio of eight properties consisting of approximately 300 units in the Fenway area of Boston. The successful candidate must be experienced in the day to day process of completing LIHTC and HUD certifications.

The ideal candidate must be well organized and have an instinctive ability to pay attention to details. The candidate must be self-motivated, work independently and be eager and willing to participate in a team environment. Candidate must have impeccable customer service skills, strong verbal and written communication skills and a professional demeanor at all times.

As an Affordable Housing Specialist, your primary responsibilities include:

- Ensuring affordable housing program compliance for eight properties in the portfolio
- Interviewing applicants and residents to certify income per LIHTC, HUD and/or HOME Guidelines
- Verifying Income and Assets for households per HallKeen, state and agency standards
- Submit new move-ins to HallKeen compliance department for approval
- Completing affordable housing reports as requested by Owner, agencies, lenders, etc.

Prior Low Income Housing Tax Credit and HUD recertification experience is necessary. Ideal candidate would be bilingual (Spanish/English), have working knowledge of the MassHousing, Section 8, LIHTC and HUD policies and procedures. Candidate must also be proficient in industry software (OneSite), apps and computer programs.

If you are interested in applying or know someone to refer for the position, please e-mail resume to LLee@hallkeen.com