



Albemarle County Local Government

[Housing Program Support Specialist](#)

Department of Social Services - Office of Housing

Full-Time, 12 months

Exempt, VRS-Eligible, Benefits-Eligible

Albemarle County's Office of Housing (ACOH) is seeking a Full-Time **Housing Program Support Specialist** to join the Housing Team.

We aim to recruit a new team member from a diverse pool of candidates and encourage all to apply. While an affordable housing background is preferred, it is not required. Please carefully review the Knowledge, Skills, and Abilities (KSA) to determine if your professional experience – in housing or another sector – may make you a strong candidate. Applicants with closely aligned KSAs should strongly consider applying.

Thank you for your interest in working with Albemarle County's Office of Housing!

Performs a wide variety of specialized and/or difficult customer service and administrative tasks in support of Section 8 rental assistance programs in an inclusive team environment. Coordinates the intake and processing of housing applications and submissions, varying in nature and complexity. Work is performed in an office setting requiring the ability to multi-task while addressing the needs of walk-in and remote customers. Work involves the exercise of initiative and good judgment, attention to detail, and the ability to consult and collaborate with clients in a pro-social and courteous manner. Work is performed under general supervision.

[Apply today!](#)