

## Job Opening Site Leader

**Site Leader** needed to fill a vacancy in the Florence area. Position involves maintaining continued occupancy; planning and preparing various resident activities. Position requires strong communication skills both written and verbal and interpersonal skills, strong organizer, strong math skills, and basic computer knowledge required. Ideal candidate will be professional, dependable, enthusiastic, and flexible. Must have the ability to administer Housing Authority and HUD policies and procedures under limited supervision.

**3-4 years'** experience in property management and experience involving public contact or progressive work experience in a social service environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Applicants must possess a valid Driver's License. Excellent benefit package including State health insurance, State Retirement, Paid Time Off, Holidays and continuing education opportunities.

Send application/resume' to: Housing Authority of Florence, Human Resources, P. O. Drawer 969, Florence, SC 29503; email: [cmorris@hafsc.org](mailto:cmorris@hafsc.org) EOE

Open until filled.

April 9, 2024