

WANTED NEWMAN GROVE HOUSING AUTHORITY EXECUTIVE DIRECTOR

Newman Grove Housing Authority is seeking a part-time Executive Director to manage 17 units of Public Housing beginning April 1, 2024.

Resumes accepted until November 30, 2023, at which time, the Board will examine and begin interviews with possible candidates.

In-House training will begin, Monday thru Wednesday, March 4, 2024 and conclude March 27, 2024.

Must be proficient in QuickBooks, Excel, and Microsoft Word.

Applicants will report to a 5-member Board of Commissioners and be willing to attend HUD trainings(s).

ED will be responsible for policy development, budget management, tenant issues, and all other aspects of the housing authority.

Compensation will be based on qualifications and experience. Serious inquiries only.

Qualified candidate must submit their resume (please list a statement that you are willing to submit to a formal background check and drug test upon job offer) to NGHA Attn.: Mary Roberg, Board Chair, Box 100, Newman Grove, NE 68758 or via email at ngha@frontier.com.

Applications must be received by 1:00 p.m. November 28, 2023. Housing Authority holds the right to extend the deadline if they deem it necessary. Job position open until filled.