

### Housing Clerk

Everett Housing Authority seeks applicants for a full-time position (36 hours/wkly) with administrative office experience. The ideal candidate possesses the ability to work with, and respect individuals of varied social, income, and ethnic backgrounds. Must be proficient in the use of Microsoft Word and Excel, have accurate keyboard and numeracy skills; training and knowledge of office management systems, as well as administrative and basic accounting procedures. A high School diploma or equivalent is necessary. Bilingual in Haitian Creole or Spanish is desirable. The wage rate for this position is \$26.175/hour. excellent benefits package. Submit resume and cover letter to Stephen Kergo, Executive Director, Everett Housing Authority, 393 Ferry Street, Everett MA 02149 or email [skergo.aha@comcast.net](mailto:skergo.aha@comcast.net). Applications accepted until the position is filled. Everett Housing Authority is an Affirmative Action/Equal Opportunity Employer.