



Housing Program Assistant

JOIN OUR TEAM!!

The Town of Brewster seeks a qualified and collaborative professional to serve as the Town's first Housing Program Assistant. Under the direction of the Housing Coordinator, this new position will be responsible for performing professional, technical, and administrative work in providing support services for housing-related programs, projects, and activities.

Duties include but are not limited to; assisting the Housing Coordinator in implementing Town Housing Programs, assisting in compiling housing information and creating materials such as FAQ/fact sheets, housing memos and program support documents; with guidance from the Housing Coordinator, administer housing assistance programs such as the Affordable Homebuyer Buy-Down Program, Community Development Block Grant (CDBG,) Rental Assistance and other Town supported housing assistance programs; provide outreach to the community regarding housing programs and opportunities.

Associate Degree in Government, Planning, Business, Social Services or related field; minimum one year of experience in housing, planning, human services or related field; or an equivalent combination of education, training and experience. **Is this job for you?** [Click here for the full job description and more information on the skills and knowledge needed to be a successful candidate.](#)

This is a part-time, 19 hour a week position, covered under the Town's Personnel By-Law Agreement, with a starting pay rate of \$28.37-\$31.93 per hour, depending on qualifications and experience. Please send cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled, with a priority deadline for review of October 9, 2023. EEO/AA