To apply, please go to the link below:

<https://cgi.njoyn.com/CGI/xweb/XWeb.asp?NTKN=c&clid=21001&Page=JobDetails&Jobid=J0821-2711&BRID=852497&lang=1>

**Housing Contract Specialist – Position ID #J0821-2711**

Mondays-Fridays – 40 hours per week

8am – 5pm

This is a full time, permanent position with CGI Federal and full benefits that start on the first day of employment.

**Work Location**: Oakland, CA. Due to the pandemic, work will be remote for now until CGI provides its members details as to when to return to the office in Oakland.  
  
Position Description  
There’s an affordable housing crises in Northern California. Want to be a part of the solution? Take a job where you can actually do something about it!  
  
\*\*This is a permanent, full time position with benefits that start on the first day of employment.\*\*  
  
Training will be provided.  
  
Join our diverse and fabulous team, where we help administer a program that provides much needed affordable housing to eligible families. CGI Federal, partnered with California Affordable Housing Initiatives (CAHI, a non-profit instrumentality of the Oakland Housing Authority), has been the Performance Based Contract Administrator for Northern California for over 15 years, and has earned a reputation as a partner of choice in the Affordable Housing Industry. Our members play a critical role in building that positive reputation, and we are looking for people who are whip smart, have high levels of integrity, and are fun to be around to join us.  
  
CGI Federal brings over 30 years of affordable housing experience to ensure that the project-based Section 8 program is run efficiently as possible and adheres to HUDs rules and regulations. We work in partnership with owners of Section 8 properties across Northern California to ensure the accurate and timely completion of Contract Renewals, Rent Adjustments, and monthly subsidy payments on behalf of the US Department of Housing and Urban Development (HUD). In short, our work helps to ensure that eligible families in need have safe and decent housing while also ensuring tax dollars are being used as intended.  
 *Your future duties and responsibilities*  
The Contract Specialist is responsible for managing a portfolio of assisted housing contracts to ensure the accurate and timely completion of all required tasks, which includes the following:  
  
• Perform detailed reconciliation of monthly voucher payments to property owners  
• Renew expiring Housing Assistance Payments contracts  
• Perform annual contract rent adjustments  
• Evaluate and approve owner’s claims for reimbursement due to unpaid rent, tenant damages and vacancies  
• Maintain property files and records retention in accordance with HUD and corporate policy  
• Maintain positive relations with owners, residents and their representatives, neighborhood groups and local governments  
 *Required qualifications to be successful in this role*  
• High School Diploma or equivalent.  
• Demonstrated strong organizational and time management skills.  
• Familiarity with Microsoft Office, particularly Excel and Word.  
• Strong written and oral communication skills.  
• Desire to work in a team environment.  
• Proven ability to accurately and timely complete tasks within the established timelines and quality standards.  
• Proven ability to understand, interpret and apply written policies and procedures.  
• Strong customer service skills.  
• Learn from past experiences and apply to future circumstances.  
• Ability to multi-task, be self-motivated and proactive.  
  
*DESIRED QUALIFICATIONS*  
• Proficiency with Microsoft Office, particularly Excel and Word.  
• 3-5 years of experience performing tasks in a regulatory environment.  
Minimum Education Required: Bachelor’s Degree