



Cathy Sheehan, Executive Director

Part-Time Property Manager

The Marblehead Housing Authority, an Equal Opportunity, Affirmative Action Employer, is seeking applicants for the position of **Part-time Property Manager** (18 hours per week). This position is responsible for the management of all aspects of state public housing properties assigned and for all tenant re- certifications/lease ups and execution of all required forms/documentation for state housing programs. The position is responsible for regularly monitoring resident relations and ensures lease requirements are upheld while working in conjunction with a Service Coordinator to assist residents with services. The position is also responsible for maintaining tenant data base in computerized system and all tenant files. Qualified candidates will have a minimum of two years of experience working in the housing industry preferably as a Housing Manager. A bachelor's degree is preferred but more than two years of experience will be considered in lieu of a degree. Must obtain required certifications within first year of employment. Spanish speaking applicants are beneficial. Salary range is \$40,000.00 to \$44,000.00. Interested candidates should submit a resume to Anne Cameron, Executive Assistant, Salem Housing Authority 27 Charter Street, Salem, MA 01970, or to acameron@salemha.org no later than 4:00 p.m. on August 21, 2025.

