

The Housing Authority of Frankfort (HAOF) is seeking a Special Programs Coordinator that will be responsible for administering the Section 8 Housing Choice Voucher Program in accordance with HUD, Federal, State, local and Housing Authority of Frankfort regulations and policies. The individual will perform a variety of technical case management duties involving determination for initial and continued eligibility, maintain accurate and efficient case files. The position is also responsible for all aspects of management of the property operated under Creative Housing, Inc. Qualified candidates will have at least two (2) year college degree in Human and/or Social Services, Business Administration or not less than two (2) years of experience in related field. Employee must be capable of working closely with the Executive Director and co-workers. Core competencies of the position include accountability, decision making and interpersonal skills. Must have the ability to show understanding, friendliness, courtesy, tact, empathy, concern and politeness to others; and must relate well to people from varied backgrounds and different situations. Candidates must have a valid KY Driver's License.

Salary is commensurate with experience and education. Benefits include retirement, health care, paid vacation and sick leave.

Interested individuals should submit a sealed cover letter, resume, and two professional references to: Housing Authority of Frankfort; Attn: Jennifer Oberlin, Executive Director via email at [jennifer.oberlin@haof.org](mailto:jennifer.oberlin@haof.org) with "Special Programs Coordinator" in the subject line.

Applications will be accepted until 5:00 p.m. Friday, November 21, 2025.

Housing Authority of Frankfort is an Equal Opportunity Employer (EEO)