

We Are HIRING

Office Manager



Exciting news! We're hiring and looking for talented individuals to join our team.

- High School diploma or GED, plus college coursework equivalent to bachelor's degree in business, social work, Public Administration, Real Estate or Management.
- Minimum of 5 years of related work experience. Prior work experience in public housing or federally assisted housing industry preferred.
- Strong communication skills, both in written form and interpersonal skills
- Strong computer skills, including computer applications (Word, Outlook, PowerPoint and Excel.
- This position offers 37.5 hours of work per week, and benefit packages .

Starting Salary - \$45,500 - \$50,000/annually

SUBMIT YOUR RESUME AND APPLICATION TO:

shanaeg@sccha.org

Applications and Job Description, including specific requirements and qualifications, for this position are available upon request by contacting:

Shanae Golliday-Anderson, Administrative Director

St. Clair County Housing Authority

1790 South 74th Street

Belleville, Illinois 62223

Phone: (618) – 277-3290, extension 6980

Posted: 4/1/2025