

# We Are **HIRING**

ST. CLAIR COUNTY  
HOUSING AUTHORITY



## Part-time Management Clerk

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

- High School diploma or GED, prefer some college level coursework.
- Minimum of 2 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 flexible hours, with 19 hours of work per week. Note that there are no benefits included.

**Starting Salary - Highest Paid: \$ 16.00/per hour**

**SUBMIT YOUR RESUME AND APPLICATION TO:**

[shanaeg@sccha.org](mailto:shanaeg@sccha.org)

Deadline: 4:00 pm, Friday, January 17, 2025

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**