

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

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**Authority Position Available: Landlord Liaison – Marketing**

**Date Posted: March 6, 2023**

**Purpose:** This is a full-time, 35-hour per week position that will initiate and maintain relationships with private market landlords to create housing opportunities for clients with multiple barriers to stable housing. This position will begin to initiate interest for owners/landlords through marketing techniques and social media expertise. This position will require good public speaking skills, the ability to organize and lead meetings for landlords in conjunction with the Landlord Liaison – Field, and the ability to concisely and creatively write marketing documents for landlords. It is important to draw new owners into the program and will require strategic ways to achieve said goal. The Landlord Liaison is one of two positions supporting landlords and tenants and works closely and in conjunction with the Landlord Liaison – Field and together will be the face of the HCV program and will require a professional demeanor. This position reports to the HCVP Director with support from the HCVP Assistant Director.

**Essential Job Functions**

1. Position will require day-to-day communication with landlords, in-office staff, and management.
2. Responsible for carrying out marketing campaigns including researching market trends and compiling reports about tenant and landlord needs and creating marketing campaign content such as social media posts and blog posts on the ACHA HCVP landing page.
3. Responsible for executing marketing events for the department by planning and managing events and meetings by identifying the need; coordinating the event including any type of materials needed to ensure a successful event; developing schedules and briefing management staff throughout the planning of any event.
4. Continually seeking and researching new sources of prospective landlords and rentals while providing recommendations to management.
5. Responsible for brainstorming fresh advertising ideas with Landlord Liaison-Field as well as senior management.
6. Assist landlords in understanding the dynamics of vulnerable populations and the “cost” to the community, as well as the benefits that housing an individual or family can have on their lives.
7. Engage private market landlords to identify housing opportunities and develop and maintain successful partnerships.
8. Act as first point of contact for landlords and provide information, education and support regarding housing issues specific to our client group.
9. Compile a listing of available current and upcoming units.
10. Actively engage in the Community Choice Demonstration program, including but not limited to, enrollment, recruitment of owners/landlords in opportunity areas, and attending meetings in conjunction with Director and Assistant Director.
11. Attend meetings with Social Service Providers to maintain awareness of local programs that can offer supportive services to tenants.
12. Represent ACHA at professional real estate meetings and inform owners of the benefits of the HCV program.
13. Increase community awareness of and support for safe affordable housing.
14. Act as a first point of contact for landlords and provide information and research issues, if needed, to reply to landlord/owner.
15. Send thank you cards to new landlords/owners with new units on the program.
16. Educate landlords/owners on fair housing and civil rights requirements so as to assist HCV landlords in complying with their fair housing and civil rights responsibilities.
17. Assist in providing conflict resolution services for landlords, housing staff and tenants in conjunction with HCV management.
18. Develop Recognition Program to promote the engagement of participating landlords.

**Other Job Functions:**

1. Knowledge of general operations and procedures of a Housing Choice Voucher Program or ability and desire to learn
2. Knowledge of real estate industry and local housing issues
3. Consistently meet frequent deadlines

4. Ability to perform work without frequent direct supervision
5. Recognize the value of individual and cultural difference

Performance Factors:

1. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate and thorough manner is conscientious about assignments.
2. Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
3. Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Authority. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.

Education/Experience:

Must hold marketing degree from an accredited college/university. Knowledge of general operations and procedures of a Public Housing Agency (PHA). Knowledge of local, state and federal laws governing public and other subsidized housing programs, landlord/tenant regulations, leasing of property and evictions, real estate industry and local housing issues and counseling principles and procedures. Must be computer literate. Possession of or ability to obtain an appropriate valid State of Pennsylvania driver's license. Must have access to insured vehicle.

**WAGE:** NEGOTIABLE

If you require assistance when completing the employment application or you anticipate a need for accommodation during the selection process due to a disability, then please contact the Human Resources Department at 412-402-2436 or HR@achsng.com.

As a condition of employment, the candidate must successfully pass a post-offer physical examination, drug screen, and background security review with regular full-time employment being contingent upon successful completion of a probationary period.

*Frank Aggazio*

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,  
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: [lulewis@achsng.com](mailto:lulewis@achsng.com)  
*AN EQUAL OPPORTUNITY EMPLOYER.*