



Upper Arkansas Area Council of Governments  
3224A Independence Road, Cañon City, CO 81212  
(719) 269-7687 Fax: (719) 275-2907  
[www.uaacog.com](http://www.uaacog.com)

***FULL-TIME POSITION JOB ANNOUNCEMENT***

Announcement Date: April 4<sup>th</sup>, 2023

Position Title: Housing Assistant

Program: Housing

Contact Person: Maxwell Hanson, Regional Housing Director

Hours: 40 Hours Per Week

Salary: \$15.00 per hour; benefits include health insurance, life insurance, holidays, annual leave, sick leave; AFLAC, Colonial Life, EYEMED, MetLife Dental, BETA Dental products are also available on an employee paid basis; 457 Deferred Compensation match available after one year of employment.

Closing Date: Open until filled

Position Description: Assist applicants and property owners through the Housing Choice Voucher program by complying with all state and federal regulations in administering the program. Assist the Housing Navigation program by engaging in street outreach and completing intake requests. Assist other areas of UAACOG operations as needed and directed.

Requirements: Must have high school diploma or GED. Must be willing to work in a fast-paced office environment. Must have operational knowledge of general office equipment and computer literacy. Must have a valid Colorado driver's license and auto insurance. Must possess ability to work with people of varying professional, cultural, social, and economic backgrounds.

Applications are available at [www.uaacog.com](http://www.uaacog.com) or in person at 3224 Independence Road. Return application and resume with cover letter to the same address, or directly to [max.hanson@uaacog.com](mailto:max.hanson@uaacog.com)

The UAACOG is an Equal Opportunity Employer.