



**Fellowship Square**

*50* Years of Housing and Hope

**Position: Administrator (Senior Housing)**

**Location: Lake Ridge Fellowship House, Woodbridge, VA**

**Availability: August 19, 2013**

Fellowship Square Foundation Inc, is a premier non-profit provider of affordable housing for the elderly and disabled in the Washington Metropolitan area.

For over 50 years we have been committed to making a difference in the lives of the elderly and disabled. We are currently searching for an exceptional candidate to serve as Administrator of our Lake Ridge Fellowship House, located in Woodbridge, VA.

The Administrator will be responsible for the day to day operation of a 100 one bedroom independent living apartment complex for individuals with limited income who are over 62 years of age and/or who are handicapped or disabled. Key responsibilities will include monthly HAP billing, tenant relations, property management, staff supervision, oversight of maintenance, leasing, resident activities, service coordinator grant, budgets, HUD Management and Occupancy Reviews, REAC inspections and various other duties related to the operation of assisted housing.

Qualified candidates must have experience in housing management of elderly and disabled housing, and a working knowledge of HUD Section 8 rental assistance programs. Certified Occupancy Specialist Certification and One Site/Real Page software knowledge preferred.

Fellowship Square Foundation has a generous benefits package and paid time off package. Our employees are our most valuable assets!

All interested candidates can send their resume and cover letter to [fsfhouse@aol.com](mailto:fsfhouse@aol.com) or fax to 703-471-9895. All resumes must be received by August 5, 2013.