

Voucher Program Specialist

Traverse City Housing Commission is seeking qualified applicants for the skilled and responsible position of **Voucher Program Specialist**. This position administers the Commission's HUD-based Voucher programs. The Program Specialist must be able to read, interpret, implement and enforce complex regulations and rules in accordance with applicable Federal and local guidelines. Must possess excellent organizational, writing, mathematical and people skills (especially with diverse populations).

Associate or bachelor's degree in human services or related field preferred. Experience with HUD programs or Low-Income Housing Tax Credit program. Minimum 2 years experience with HUD voucher program(s) preferred.

Join a small, friendly work environment in beautiful Traverse City! Wage range \$65,000-72,000/annually DOQ with excellent benefits. Job Description available upon request.

Resume and cover letter due by 3:00 PM EST, June 25, 2025. Please submit resume and cover letter to: Traverse City Housing Commission, 150 Pine Street, Traverse City, MI 49684 or e-mail: kfulmer@tchousing.org.

TCHC is an Equal Opportunity Employer.