



TRUCKEE TAHOE  
Workforce Housing Agency

**Housing Program Manager**

**Part-time, Year-round**

**Wage: \$28.00 - 30.00/hour**

The Truckee Tahoe Workforce Housing Agency seeks an individual for a part-time, year-round Housing Program Manager position. This is a mid-level position.

The program manager will be responsible for the development and execution of a variety of housing programs and activities and will act as a main contact between member agency employees, program partners, and the community. This role will require an innovative, creative individual who will work in partnership with the Executive Director to bring new programs online and ensure existing programs are properly managed.

More specifically, the role will include the following:

- Management of the Employee Housing Concierge program, acting as the main point of contact for all housing inquiries, and helping employees to pursue housing opportunities
- Development of new housing programs, including research, program outlines and budgets, and support of the execution once adopted
- Support of administrative and operational activities specific to housing programs
- Support of marketing and communications activities, including e-news, website updates, and educational materials

Role requirements:

- Bachelor's Degree or measureable work experience in the housing space
- Proven experience in program management
- Competency in Microsoft applications including Word and Excel
- Experience with the Adobe Creative Suite (InDesign, Illustrator, etc)
- Experience with Squarespace a plus

The Program Manager will be employed by the Tahoe Forest Hospital District and 'leased' to the Truckee Tahoe Workforce Housing Agency. The work schedule is flexible and hours will be determined based on candidate availability.

Questions may be directed to Emily Vitas, Executive Director at [emily@ttjpa.org](mailto:emily@ttjpa.org) or (530) 582-6593. Please submit a resume and cover letter to [emily@ttjpa.org](mailto:emily@ttjpa.org).

*Tahoe Forest Hospital District is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

**[www.ttjpa.org](http://www.ttjpa.org) | 530-582-6593**

Nevada County - Placer County - Tahoe Forest Hospital District - Tahoe Truckee Airport District  
Tahoe Truckee Unified School District - Town of Truckee - Truckee Donner Public Utility District