

# Housing Authority of the City of Orange

516 Burton Avenue P.O. Box 3107 Orange, TX 77631-3107 | Phone: 409.883.5882 | Fax: 409.883.8014 | [www.orangeha.com](http://www.orangeha.com)



Housing Authority  
City of Orange

## PROJECT COORDINATOR ASSISTANT POSITION

POSITION TITLE: Project Manager Assistant  
DEPARTMENT: SECTION 3 (CAPITAL FUNDS)  
OPEN DATE: August 2, 2022  
CLOSING DATE: September 2, 2022

### Planning and Development Skills

The Housing Authority of the City of Orange (HACO) is seeking qualified applicants to fill a Project Manager Assistant Position in Orange, Texas. Qualified applicants should submit an application and resume to Housing Authority of the City of Orange (HACO) at 516 Burton Avenue, Orange, Texas.

Persons that are applying for this position should have:

#### **Education:**

High school diploma or GED, (5) Five years' experience in construction or (7) seven years of related job experience may be substituted.

#### **Special Requirements:**

A valid driver's license from the state of Texas, pass a drug test, pass physical examination, lift 50 lbs.

#### **Skills and abilities:**

Person must be able to read blueprints, must be efficient in the use of computers and software have some experience in Microsoft Office, Excel, Word, Power Point and Outlook but not limited to.

The HACO does not discriminate based on race, sex, age, color, national origin, religion, or disability in its employment opportunities, programs, services, or activities. The HACO reserves the right to reject any and all applicants. Applications can be found online at [orangeha.com](http://orangeha.com) All applications and resumes must be received in our office no later than Friday, September 2, 2022, by 4:00 p.m.

Housing Authority City of Orange  
Attn: Adelia Kelly/Executive Administrative Assistant  
516 Burton Avenue  
Orange, Texas 77630