



Housing Authority of the Seminole Nation of Oklahoma

Rental Coordinator

Incumbent serves as primary point of contact for the rental programs. Provides counseling services to participants of the housing programs administrated by HASNOK. Greets callers and/or visitors, receives and records payments from renters/homebuyers. The responsibility of the Rental Coordinator shall be guided by the Policy and Procedures adopted by the Housing Authority of the Seminole Nation of Oklahoma and all federally imposed guidelines of the Native American Housing Assistance and Self-Determination Act (NAHASDA) and the Department of Housing and Urban Development (HUD). Performs other duties as assigned.

An application for employment can be found at hasnok.org. Submit your application, resume, and a copy of your valid driver's license. Applicant will be subject to a nationwide background check, motor vehicle report, and drug screen. Please submit your information to: HASNOK, Attn: Administrative Officer, P.O. Box 1493, or 120 West 4th Street, Wewoka, OK 74884, or email administrativeofficer@hasnok.org (405) 257-6604. Position open until filled.