

Atlanta Housing Authority (AHA) located in the Atlanta, Georgia metropolitan area, is committed to facilitate and deliver quality, affordable housing while redeveloping distressed community environments. Our goal is to establish and empower these areas and develop them into “green space” housing and amenities within vibrant communities.

We do this through the people within the community and through our AHA professional leadership and staff. Currently, we have a need for a **Strategic Relations Analyst** to provide, administer, analyze, input and deliver highly complex and other Vendor Database recruitment/outreach, Vendor Database management/input and updating/maintenance, labor compliance monitoring, reporting and technical assistance, internal/external marketing, training, according to approved policy and procedures, and within a dynamic team environment with an intense “customer service” emphasis.

Description:

- Deliver, implement and maintain highly complex strategic relations operations efficiently and effectively according to appropriate policy guidelines with an emphasis on consummate “customer service”.
- Deliver, maintain and document highly complex Housing Choice Vendor information and relations, strategic relations activities, including extensive interactions with contractors, contracting officer representatives, AHA Business Unit members and others involved in strategic relations, timely with a “customer friendly” focus using sound business management practices and the latest technology.
- Facilitate and execute highly complex and other strategic relations strategies, protocols and responsibilities designed to provide for highly complex and other streamlined monitoring, labor compliance reporting, technical support and review and improve internal and external “customer service” expectations and outcomes.
- Execute, analyze and perform other highly complex and other Strategic Relations activities utilizing a *team* approach to accomplish the efficient, timely, customer sensitive and effective government labor relations compliance and Housing Choice Vendor auditing of contractors, landlords, developers and AHA Business Units, and compliance reporting/compliance tracking for AHA-related solicitations, executed contracts and contracting activities. Such reporting/tracking will involve internal Housing Choice Vendor-relating reporting, and AHA contractor Section 3 Annual Reports, Contract/Subcontract Activity Reports, Semi-Annual Labor Standards Enforcement Reports, Special Reports, Davis Bacon and MBE/WBE reporting, and other Labor compliance reporting, etc.
- Effectively interface with AHA’s Housing Choice Vendors, Private Management Companies, Signature Communities, Developers, Subgrantees, Senior Management, AHA Business Unit members, other Acquisition and Management Services Departments, contractors and members of the public on a regular basis to provide highly complex and other technical assistance, training and materials on labor and other compliance-related requirements, responsibilities, services, and recommendations.

Requirements:

Bachelor’s degree in a related field with three (3) to five (5) years of related experience or equivalent combination of education and/or experience required. Work requires excellent verbal and written communication abilities, excellent interpersonal skills, commitment to and delivery of excellent customer service, creativity, organizational skills and demonstrated proficiency and use of current office technology and software application(s) on a regular basis, to include the following:

- Ability to handle highly complex and multiple projects in a time-sensitive environment using strong analytical skills, abilities with attention to detail and consummate “customer service.”
- Excellent communication skills, interpersonal skills (including initiative, judgment, tact, diplomacy, etc.) and other business skills, with the demonstrated capability of developing and maintaining internal and external positive and professional relationships.
- Organizational and analytical skills to plan, prioritize, evaluate and solve highly complex and other problems and challenges quickly and accurately in an environment of multiple and possibly shifting priorities.
- Experience in preparing highly complex and other audits, reports, proposals, and similar documents of various complexities.

Working knowledge of the Code of Federal Regulations (C.F.R.) and/or U.S. Housing Urban Development (HUD) regulations, handbooks and interpretation is preferred. Private or public sector labor compliance experience is a plus.

This organization is proud to offer competitive benefits, to include: medical, dental, vision, FSA, defined contribution retirement plans, work/life balance options ... *plus to many more to list!*

To apply, please email resume/cover letter/salary requirements to: recruiter9@atlantahousing.org. Subject line should include position title.

EOE/AA Please, no third party agencies.