

Housing Authority Of the City of Wisconsin Rapids

2521 – 10th St S, Wisconsin Rapids, WI 54494

Phone: (715)423-7288 Fax: (715)423-7289 E-mail: wrha@wisrapha.org



Position: Office Assistant / Housing Inspector

Type: Part-Time (transitioning to Full-Time within 6 months)

Pay: \$18.00–\$21.00/hour

Location: Wisconsin Rapids Housing Authority

Reports To: Section 8 & Public Housing Program Manager

Start Date: January 2026

Application Deadline: November 7, 2025

Summary: Join a mission-driven team supporting affordable housing in Wisconsin Rapids. This hybrid role combines administrative office support with housing inspection duties. You'll manage tenant files, process applications, collect rent, and coordinate maintenance while also conducting inspections to ensure compliance with federal housing standards. Ideal candidates are organized, detail-oriented, and comfortable working with diverse populations.

Preferred Skills:

- Office experience, especially in housing or property management
- Proficiency in Microsoft Word and Excel
- Ability to read, write, or speak Hmong and/or Spanish is a plus
- Strong communication, organization, and customer service skills

To Apply: Please submit resume and cover letter to mary@wisrapha.org or pickup an application at the administrative office located at 2521 10th Street South, Wisconsin Rapids, WI 54494. The application deadline to apply is November 7, 2025. Applications received after this date may not be considered.

The Housing Authority of the City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.