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## **EMPLOYMENT OPPORTUNITY JOBS PLUS COMMUNITY COACH**

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is accepting applications for the position of **Jobs Plus Community Coach**. Under the direct supervision of the Jobs Plus Program Manager, the Community Coach serves as a key liaison between the Jobs Plus Program and public housing residents, helping to increase awareness, participation, and engagement in program activities and services.

### **Major Duties**

- Performs outreach efforts to educate residents about Jobs Plus incentives and enrollment procedures.
- Provides insight to staff regarding program incentives.
- Assists in identifying residents who are losing interest in the program and in developing strategies to keep them engaged.
- Assists programs staff in identifying participant issues requiring additional case management support.
- Assists with the planning, coordination, and implementation of resident-focused events and activities designed to increase awareness of available resources, enhance engagement, and promote access to opportunities that support personal and professional growth.
- Provides administrative support for program operations as needed.

### **Minimum Requirements**

Applicants must be at least 18 years of age and possess a high school diploma or GED. **Candidates must be a public housing resident of the Brunswick Housing Authority and an active participant in the Jobs Plus Program.** The successful candidate will be able to follow directions, maintain accurate case documentation, and demonstrate strong verbal and written communication skills. Excellent customer service and interpersonal skills are essential, along with the ability to handle sensitive and confidential information in a professional manner. Applicants should have basic computer and clerical skills, possess or be able to obtain a valid Georgia driver's license, and be willing to work evenings, weekends, and other nontraditional schedules as needed.

### **Compensation**

The starting pay rate for this position is **\$18.12 per hour**. This is a **grant-funded, one-year appointment** and is **not eligible for employee benefits**.

### **Application Procedure**

If you are passionate about helping individuals and families access the resources they need to thrive, we encourage you to apply. Interested candidates must complete an Employment Application, available on the [Brunswick Housing Authority Careers Page](#), and submit it along with a current résumé. Application materials must be received no later than **5:00 p.m. on Friday, August 14, 2026**.