



Event Coordinator

The San Benito Housing Authority is seeking an individual as an **Event Coordinator** who will be responsible for the planning of the SBHA's activities, communication with managers, and other duties. Candidates should possess the following:

- High School Diploma or equivalent is required
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Planning and organization.
- Ability to problem solve with unexpected changes
- Proper time management skills
- Communication with others
- Ability to communicate in English and Spanish
- Willingness to perform other duties if necessary
- Valid Driver's License
- 3 months probationary period

Interested individuals may submit applications at:
San Benito Housing Authority
Attn: Human Resources
1400 N. Reagan St. San Benito, TX
8:00 am - 5:00 pm / Monday - Friday

Applications can be found on the SBHA website:
<https://sanbenitohousing.com/employment/>

Equal Opportunity Employer