City of Moreno Valley Jobs — Housing Program Assistant — Los Angeles, CA, USA

Hiring organization
City of Moreno Valley

Employment Type

Industry
Housing & Community Services

Job Location
Los Angeles, CA, United States

Date posted
November 9, 2026

Valid through
2026-11-21

Description

The **Housing Program Assistant** career area is relevant to searches for **City of Moreno Valley Jobs** in **Los Angeles, CA, USA**, particularly for applicants interested in housing programs, recordkeeping. Common responsibilities include tracking housing application documents and supporting community program communications, supported by clear and consistent records. People who enjoy housing programs and recordkeeping can build useful experience in this field.

Responsibilities

- Track housing application documents.
- Support community program communications.
- Maintain organized appointment, case, or service documentation as required.
- Communicate routine updates clearly while respecting personal-data privacy.

Qualifications

- Good service communication and awareness of privacy-conscious recordkeeping.
- Ability to work carefully with electronic forms and changing schedules.
- Practical familiarity with housing programs and recordkeeping.

Experience

Work, study, or volunteer projects involving housing programs can help build relevant experience.

Skills

Housing programs, recordkeeping, outreach, Housing Program Assistant, Confidential information, service records, scheduling

Organization Website

Explore City of Moreno Valley career and organization information.