



Regional Housing Authority

JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: **Property Coordinator**

LOCATION: Saxman/Ketchikan, Alaska

SALARY: Starting at \$60,135 per year DOE
Benefits included

APPLICATION PERIOD: Closes Friday, August 28, 2020

DUTIES AND RESPONSIBILITIES: Performs oversight and coordination of properties and work associated with Tlingit Haida Regional Housing Authority properties, field personnel, contractors, and tenants in Saxman and Ketchikan. Manages the THRHA Shaan Hidi building and the original Saxman Elderly apartment building. Represents THRHA as the community representative and serves as primary local contact for any THRHA activity in the assigned area.

MINIMUM QUALIFICATIONS:

- Two (2) years administrative experience.

REQUIRED KNOWLEDGE AND SKILLS:

- Strong cognitive ability to assess and evaluate problems
- Capacity to determine priorities and manage multiple projects with strong attention to detail.
- Demonstration skills in lease enforcement; maintenance supervision; and budget management
- Working knowledge of rural areas and cultural practices.
- Knowledge of federal housing programs
- Verbal and technical writing skills
- Proficient with computer programs with Emphasis on MS Office and Excel
- Knowledge of office procedures and standards.
- Working knowledge of filing and record keeping systems.
- Ability to maintain confidentiality regarding programs and client information.
- Ability to deal effectively with the public and to work well with staff.
- Strong customer service skills.
- Ability to lift up to 30 pounds (example: file boxes and copy paper).
- Current Alaska Driver's license.
- Able to travel by boat, small plane or jet.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Dr. Juneau, AK 99801, or www.thrha.org; for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.