



## **Regional Housing Authority    JOB RECRUITMENT**

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

**JOB TITLE:**                                **Director of Tribal Services and Outreach**

**LOCATION:**                                 Juneau, Alaska

**SALARY:**                                 Starting at \$88,206 per year DOE  
Benefits included

**APPLICATION PERIOD:**                Open until filled

### **DUTIES AND**

**RESPONSIBILITIES:**                 Under the general supervision of the President & CEO, plans, organizes and coordinates programs and between Tlingit Haida Regional Housing Authority and Tribal Entities. Responsible for the development and implementation of communication materials and programs. Responsible for customer engagement. Provides support to THRHA departments for communication tools, outreach, and education to THRHA tenants.

- Promotes and coordinates activities pertaining to Tribal Entities served by Tlingit Haida Regional Housing Authority.
- Interprets programs and services to Tribal Entities to meet identified needs.
- Community Outreach including oversee, create, coordinate, and maintain the communication of information to tribal citizens regarding tribal programs and services through publications, website, and social media tools.
- Develops a detailed communications plan that maximizes an understanding of the THRHA goals, strategies, and services in accordance with the terms of the THRHA mission statement and strategic plan.
- In conjunction with Tribal Entities and the Grant Administrator, assists in developing and submitting grant proposals for funds from private foundations, corporations and government agencies on behalf of THRHA and Tribal Entities, as appropriate.
- Special Projects: assists the President & CEO with special projects as needed. May require liaison with other THRHA Directors; scheduling of implementation; monitoring and reporting on progress; and maintain compliance with applicable laws, regulations, policies and best practices.

### **MINIMUM QUALIFICATIONS:**

- Degree in Business Administration, Tribal Governance/Management, Community Planning, Public Administration or related field working with the Public and Communities in the development of planning. Five years of progressively responsible experience in tribal management field or related field. Appropriate College Education may be substituted for the required experience on a year-for-year basis up to Four years.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Extensive knowledge of rural areas and Native Cultural practices and needs.
- Excellent supervisor and leadership skills.
- Ability to develop long- and short-range plans.
- Excellent verbal, organizational, and writing skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing up to 30 lbs.

**SUBMIT APPLICATIONS TO:**        Email: [jobs@thrha.org](mailto:jobs@thrha.org); Fax: (907) 780-6895  
Mail: THRHA 5446 Jenkins Drive, Juneau, AK;  
[www.thrha.org](http://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.