

Regional Housing Authority JOB RECRUITMENT

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

JOB TITLE: Executive Assistant to the CEO

LOCATION: Juneau, Alaska

SALARY: Starting at \$66,359 per year DOE

Benefits included.

APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: Ensure the effective operation of the President & CEO's Office by providing a full range of personal and administrative support to the President & CEO, interface with THRHA staff, clients, tribal contacts; keep track of strategic plan; prepare regular updates to tribes; project tracking; and maintain the President & CEO's office.

- Assist CEO with and track strategic plan and objectives.
- Review and edit grants.
- Prepare regular updates to tribes.
- Screens and coordinates communications for President & CEO. Ensures requests and correspondences are responded to in a timely manner.
- Assist CEO with tracking projects.
- Organizes President & CEO meetings; Board of Commissioner meetings; programs; events; or conferences including arranging for facilities and all other required necessities.
- Conducts research and compiles statistical reports as needed.
- More details in the job description:

MINIMUM QUALIFICATIONS:

Bachelor degree from an accredited college or university is preferred. Associates degree or two years of
equivalent administrative experience is required.

REQUIRED KNOWLEDGE AND SKILLS:

- Highly developed office and administrative skills and the ability to multitask and work effectively under deadlines and multiple interruptions. Proficient in Microsoft Office, Word, Excel, and PowerPoint.
- Excellent organizational, communication, and writing skills are required; maintain effective interpersonal relationships with managers and staff of the housing authority, clients and general public.
- Knowledge of housing authority functions and programs and familiarity with state and federal grant funding processes desired. Knowledge of Southeastern Alaska communities is preferable.
- Knowledge of graphic design.
- A fast learner and someone who takes the initiative to figure out what needs to be done.
- Excellent attention to detail and follow through skills.
- Must be able to work extra hours or weekends and evenings when necessary.
- Excellent editing and proofreading skills and strong attention to accuracy and detail in all aspects of responsibilities.
- Ability to travel to small communities.
- While performing the duties of this job, the employee is regularly required to: Talk or hear; Sit for extended period; Stand; Walk; Use of hands to finger, handle, or feel; Hear sounds and recognize differences; See differences between colors, shades, brightness; While looking forward, recognize depth and distance and see objects or movements that off to side; Lift up to 30 pounds.

SUBMIT APPLICATIONS TO: Email: jobs@thrha.org; Fax: (907) 780-6895

Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801; 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. COVID-19 vaccination is required to work with THRHA.