



JOB RECRUITMENT

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

JOB TITLE: Administrator for Office of the CEO

LOCATION: Juneau, Alaska
SALARY: Starting at \$30.84 Per hour
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; manage professional calendar; and maintain the President & CEO's office.

MINIMUM QUALIFICATIONS: Bachelor degree from an accredited college or university is preferred. Associates degree or two years of equivalent 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.
- 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.
- Excellent editing and proofreading skills and strong attention to accuracy and detail in all aspects of responsibilities.
- Ability to travel to small communities.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs.

SUBMIT APPLICATIONS TO: THRHA PO Box 32237 Juneau, AK 99803, or
5446 Jenkins Drive, Juneau, AK;
www.thrha.org; for questions please call (907) 780-6868.
Email: jobs@thrha.org

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