



JOB ANNOUNCEMENT
Post Date: 11/27/2017
Closing Date: OPEN UNTIL FILLED

Resident Manager

- Full-time 32 hours per week;
- Salaried Position Wage DOE.

GENERAL RESPONSIBILITIES:

Responsible to prepare and review rental applications and forms accurately and in compliance with RVIHA policies, maintains waiting list and prioritizes applicants accordingly. Maintains relationships with all residents, clients, staff, the community, vendors and other professionals for the successful management of low rent units. Supervises maintenance department to ensure the health and safety of residents and units; maintain the physical assets and maximize the returns from assets in accordance with objectives.

Building Horizons Facilitator

- Full-time 40 hours per week
- Hourly wage DOE

GENERAL RESPONSIBILITIES:

Provide support to administer the Building Horizons Youth Program with significant responsibilities to provide recreational, educational, and cultural activities for the RVIHA Community. Assists with administrative tasks and special projects coordinating, developing and presenting cultural programs and arts and crafts activities; provides youth educational opportunities to include supervising computer lab and tutoring; assist to organize and conduct sports and recreational activities and assists in detail planning for large events and activities. Provides supervision and structured activities for the RVIHA community park within established hours of operation. This individual must have good oral and written communication skills and be able to work some evenings and occasional weekends.

Maintenance Technician I

- Full-time 32 hours per week;
- Hourly Wage DOE

GENERAL RESPONSIBILITIES:

Provide general maintenance throughout the RVIHA low rent community. Some experience in minor carpentry, plumbing, electrical, painting and landscaping. Must be able to effectively work with staff and tenants of the RVIHA, follow directive and work as a team player.

Applicant must be willing to submit and be able to pass a pre-employment drug screening and MUST possess a valid California Driver's License.

You may pick up an application and a detailed job description at the Round Valley Indian Housing Authority 115-B Concow Blvd. Covelo, Ca. 95428

**Submit complete application including a letter of interest and resume, to the Round Valley Indian Housing Authority
PO Box 682 Covelo, CA. 95428.**