



JOB ANNOUNCEMENT

Closing Date: Friday, February 7, 2020

Administrative Assistant

- SALARY RANGE: \$ 15.00 per hour/DOE
- SUPERVISOR: Executive Director
- % OF TIME: Full time 40hrs/week

GENERAL RESPONSIBILITIES:

Must have some knowledge of regulations as related to the operation of an Indian Housing Authority. Possess the ability to effectively communicate and relate to the community, be able to work cooperatively with the program participants, supervisors, and federal agency representatives. Will work closely with the Executive Director in all aspects of management of the Housing Authority. Must attend all Board Meetings, record all meeting minutes and transcribe.

Must have ability to type, file, answer and route telephone calls, greet public, provide information about all in house housing programs to interested persons.



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**