



JOB ANNOUNCEMENT

Closing Date: Friday, February 7, 2020

Public Relations Officer

- SALARY RANGE: \$ 15.00 per hour/DOE
- SUPERVISOR: Executive Director
- % OF TIME: Part time 20-25/week

GENERAL RESPONSIBILITIES:

Under the general direction of the Executive Director and in coordination with the Building Horizons Program, the Public Relations Officer will be responsible for safety and security of the Round Valley Indian Housing Authority property in order to protect the community and property. The interested person will guard against loss, theft, damage and vandalism, as well as control access/egress to buildings or sites, conduct foot patrols and maintain order and general welfare of the community.



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**