

POSITION ANNOUNCEMENT

EXECUTIVE ASSISTANT

SALARY: \$17.76 per hour plus benefits

WORKING HOURS: M-TH 36 HOURS

Mid-Columbia Housing Authority (MCHA) seeks an Executive Assistant. This is a professional position that involves providing a high level administrative support for the Executive Director and Organization by conducting research, preparing reports and handling information requests and preparing correspondence, organizing mail, scheduling meetings, taking meeting minutes, scheduling appointments and managing communications such as press releases, website and social media updates. Act as staff liaison with Board of Commissioners and general public and may also train and supervise staff such as office aide. This position will work with considerable independence exercising good judgement and discretion on a regular basis receiving supervision from the MCHA Executive director or other senior management team members.

Competencies and skills of our ideal candidate:

- Attention to detail, particularly as it pertains to changing regulations;
- Excellent communication skills through accurate vocabulary, good spelling and grammar
- Driving initiative and willingness to learn;
- Familiarity with Roberts Rules of Order and public meeting laws.
- Ability to build a cooperative working relationship with staff, community partners and the Board as well as have the ability to understand and deal with problems faced by MCHA clients from a wide range of socioeconomic backgrounds;
- Advanced knowledge of computer software systems;
- A positive attitude

Experience / Qualifications:

- 2+ years related general office experience or training that demonstrates the knowledge, skills and abilities to perform the essential functions of the job
- Valid driver's license

A more detailed job description is listed on MCHA's website (www.mid-columbiahousingauthority.org). Interested candidates should e-mail cover letter and resume that demonstrate your qualifications to info@mid-columbiahousingauthority.org with "Executive Assistant" as subject line prior to initial review of candidates 05/20/19. The review of candidates will continue until the position is filled.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

MCHA is an equal opportunity employer valuing diversity and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.