

Nez Perce Tribal Housing Authority

Current Employment Opportunities

The Nez Perce Tribal Housing Authority (NPTHA) is currently accepting applications for the following positions.

Executive Assistant (Full-Time)

Provide executive-level administrative support to the Executive Director while assisting the Board of Commissioners, coordinating agency operations coordinating, meetings, communications, and administrative functions.

Key Qualifications:

- Associate's Degree in Business Administration, Public Administration, Management, Communications, or related field required (Bachelor's preferred).
- Minimum two (2) years of progressively responsible executive or administrative support experience.
- Strong organizational, communication, writing, and time management skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams).
- Experience supporting executive leadership or governing boards preferred.
- Experience with social media, website management, or graphic design is preferred.

Part-Time Maintenance Custodian – Kamiah

Perform custodial and light maintenance duties to help maintain NPTHA facilities in Kamiah.

Key Qualifications:

- High School Diploma or GED.
- Valid driver's license.
- Must be insurable.
- Strong cleaning skills and basic maintenance proficiency.
- Indian Preference applies.

Seasonal Grounds Keeper – Kamiah

Perform seasonal lawn care and grounds maintenance to maintain NPTHA properties in Kamiah.

Key Qualifications:

- Able to perform physical labor in all weather conditions.
- Comfortable operating lawn care equipment.
- Reliable and able to maintain a consistent work schedule.

- Indian Preference applies.

How to Apply

Submit an NPTHA employment application and required materials to:

Nez Perce Tribal Housing Authority

P.O. Box 188

Lapwai, ID 83540

Email: nptha@nezperce.org

Phone: (208) 843-2229