

Nez Perce Tribal Housing Authority Current Employment Opportunities

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

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.

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.