



EMPLOYMENT OPPORTUNITY

NEZ PERCE TRIBAL HOUSING AUTHORITY

Position Title: Executive Assistant

Position Summary

The Nez Perce Tribal Housing Authority (NPTHA) is seeking a highly organized, motivated, and professional Executive Assistant to provide executive-level administrative support to the Executive Director while serving as a key resource for the Board of Commissioners, staff, Tribal leadership, partner agencies, and the public.

This position plays an essential role in coordinating agency operations, managing special projects, supporting strategic initiatives, overseeing Board administration, coordinating meetings and events, assisting with grants and compliance activities, and ensuring effective communication across the organization.

Essential Duties & Responsibilities

The Executive Assistant performs a wide variety of professional administrative and project management duties including, but not limited to:

Executive & Board Administration

- Coordinate and manage Executive Director calendar, appointments, meetings, and travel.
- Prepare Board of Commissioners meeting agendas, packets, minutes, resolutions, and supporting materials.
- Maintain official Board records and administrative files.
- Draft correspondence, reports, memorandums, presentations, and official documents.

Project Coordination

- Assist with housing development projects, environmental reviews, procurement activities, contracts, and Requests for Proposals (RFPs).
- Coordinate agency strategic planning activities.

- Track project milestones and grant deliverables.
- Assist with federal, Tribal, and state reporting requirements.

Grants & Compliance

- Assist in preparation of grant applications.
- Coordinate annual Indian Housing Plan (IHP) and Annual Performance Report (APR).
- Coordinate agency self-monitoring and audit preparation.
- Maintain compliance documentation.
- Communications & Public Relations
- Manage NPTHA website and social media platforms.
- Create newsletters, brochures, flyers, presentations, reports, and promotional materials.
- Coordinate public notices and community outreach.

Human Resources Support

- Assist with recruitment activities including job announcements, interview scheduling, onboarding, orientation, and personnel documentation.
- Coordinate employee recognition activities, staff events, trainings, retreats, and appreciation programs.

Administrative Operations

- Maintain centralized filing systems and databases.
- Coordinate conferences, workshops, and community events.
- Maintain agency policies and administrative records.
- Troubleshoot office technology and provide staff support.
- Prepare spreadsheets, reports, charts, and presentations.
- Perform research and special projects as assigned.

Minimum Qualifications

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

Preferred Skills

- Project coordination
- Event planning
- Grant administration
- Records management
- Public speaking and presentation preparation
- Procurement and contract coordination
- Meeting facilitation
- Board governance support
- Government or Tribal administration experience

Why Join NPTHA?

This position offers the opportunity to make a meaningful impact by supporting affordable housing initiatives that strengthen the Nez Perce Tribal community. The Executive Assistant serves as a trusted partner to leadership and contributes to projects that directly benefit Tribal members through housing development, community planning, grant administration, and organizational excellence.

Tribal Preference and Indian Preference Apply.