

COEUR D'ALENE TRIBAL HOUSING AUTHORITY
Executive Assistant

Job Title: Executive Assistant

Reports to: Executive Director

Average hours worked per week: 40

Dept: Housing Counseling Services (CDTHA)

Grade: DOQ

FLSA Status: Non-Exempt

Responsibilities/Duties:

1. Maintains, appointment calendar, scheduling appointments and conferences for Executive Director
2. Makes all travel arrangements for the Executive Director
3. Reviews memoranda, publications, etc., preparing comments for Executive Director on items of special interest.
4. Reviews outgoing correspondence prepared for Executive Director's signature, or initials, for procedural and grammatical accuracy, conformance with general policy, style, and adequacy.
5. Tracks progress of all major projects and activities and prepares reports of progress for Executive Director.
6. File and retrieve corporate documents, records and reports.
7. Assist in preparation of presentation materials for meetings.
19. All other duties as required.

Qualifications:

1. 5+ years experience supporting at the executive level
2. Excellent Calendar management skills, including the coordination of complex executive meetings
3. Experience assisting management with the creation of PowerPoint presentations
4. Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
5. Experience scheduling travel arrangements for management.
6. Must be able to work in a cross-cultural environment.
7. Must be neat and professional in appearance.
8. STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS
9. SUPERIOR INTERPERSONAL AND RELATIONSHIP BUILDING SKILLS

Strongly Prefer:

1. Support experience in social services.
2. Bachelor's degree.

General Requirements:

1. Must possess a valid driver's license and meet all CDTHA insurance requirements.
2. Must be bondable and insurable.
3. Must be able to pass a criminal background check.
4. Must be able to work varied hours if necessary.
5. Must be able to work some evenings and weekends on rare occasions as needed.
6. Must be able to demonstrate with or without accommodation the ability to meet the physical demands of the position.
7. Must disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position

in which they work.” **Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits provided by the CDTHA.**

8. Maintains complete confidentiality of the CDTHA business at all times.
9. Works under the Tribal Drug Free Work Place Policy.
10. Conforms to all aspects of the CDTHA Personnel Policies and Procedures Manual.
11. Works independently, prioritizes, and completes all work tasks in a timely manner.
12. Completes tasks in an efficient and professional manner.
13. Pledges to work together as a team with all CDTHA staff.
14. Accepts and manages a range of tasks and a heavy workload.
15. Interacts professionally with program participants, Tribal staff and personnel from local, state and federal agencies.

Physical Demands:

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to work within an office environment that requires repetitive motions, keyboarding, speaking, listening, and sitting for extended periods of time.
3. Ability to sit for long hours in automobiles while traveling and to stand for long periods of time.

Travel Requirements:

Local travel is routinely required. Travel outside of the state is rarely required.

Other Information:

All workers are required to disclose any pre-existing disability or mental disorder known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the CDTHA are subject to a six (6) month probationary period.

Apply and submit an application, resume, and two (2) work related references to: CDTHA, Attention: Finance and Operations Director, P.O. Box 267, Plummer, ID 83851. For more information, please call (208) 686-1927.

Preference will be given to American Indian Applicants.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

Executive Director

Date



COEUR D' ALENE TRIBAL HOUSING AUTHORITY
Employment Application

First consideration for employment is given to those of Native American heritage; all others are given consideration in accordance with the Equal Employment Opportunity Act.

(Please type or print clearly)

Position Applying for: _____

NAME: _____ **Date:** _____
Last First MI

Current Mailing Address: _____
City State Zip

Telephone:() _____ **Social Security #** _____ - _____ - _____

Enrolled Tribal member (check box) Yes No **Tribe:** _____

Spouse/child of enrolled Tribal member Yes No **Tribe:** _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
Yes No (If you are hired by the Tribe, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.)

Are you currently employed? Yes No

May we contact your present and past employer(s)? Yes No

Date available for work: _____

Are you able to travel if a job requires it? Yes No

Answer this question only after reviewing a Job Description for the position you are applying for: *Do you have a physical or medical condition which would limit your capacity for the job?* Yes No

If YES, what can be done to accommodate your limitation? _____

Have you been convicted of a felony in the last 10 years? Yes No

(Conviction will not necessarily disqualify an applicant from employment).

If yes, please explain:

Education

Type of School (High School, College, Business, Trade or Other Type)	Location	Dates Attended	Courses Taken Or Major/Minor	Diploma/Degree Received (Date)

Nonprofessional Licenses or Certificates, including a valid Drivers License (List below)

Type of License	License Number	Expiration Date & State	Granted by (Licensing Board)

Professional Licenses**

Type of License	License Number	Expiration Date & State	Granted by (Licensing Board)

**** Applicants applying for positions that require a Professional license must have a current Idaho license. Please attach a copy with your application.**

Prior Work History (List most recent first)

Dates (mm/yyyy)		Name & Address of Present/Last Employer	Rate of Pay		Supervisor's Name and Title	Reason For Leaving
From	To		Start	Finish		
Phone:						

Current/Last Position title: _____ Status (circle one): full-time part-time on-call other: _____

Describe in detail the work you performed:

Dates (mm/yyyy)		Name & Address of Employer	Rate of Pay		Supervisor's Name and Title	Reason For Leaving
From	To		Start	Finish		
Phone:						

Position title: _____ Status (circle one): full-time part-time on-call other: _____

Describe in detail the work you performed:

Dates (mm/yyyy)		Name & Address of Employer	Rate of Pay		Supervisor's Name and Title	Reason For Leaving
From	To		Start	Finish		
Phone:						

Position title: _____ Status (circle one): full-time part-time on-call other: _____

Describe in detail the work you performed:

Attach a sheet if you have additional relevant work experience.

Describe any specialized training and or apprenticeship skills that would pertain to the position for which you are applying:

Describe any job-related training received in the United States Military or other.

List three (3) employment references: (not including any immediate family member)

1) _____		
	First & Last name	Telephone number
2) _____		
	First & Last name	Telephone number
3) _____		
	First & Last name	Telephone number

Authorization and General Release.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge, and understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

I understand that my employment may be conditioned on a background and/or fingerprint check. I authorize, in connection with this application, all corporations, credit agencies, educational institutions, law enforcement agencies, and military services to release information they may have about me to the Coeur d'Alene Tribe and release them from any liability or responsibility from doing so. Further, if necessary, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

I authorize any duly authorized representative of the Coeur d'Alene Tribe to obtain any information relating to my employment activities from my former employer(s). This information may include, but is not limited to, my achievement, performance, attendance, personal history, or disciplinary information. I authorize my former employer(s) to release such information upon request of the duly authorized representative of the Coeur d'Alene Tribe regardless of any agreement I may have had with my former employer(s) to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

In consideration of my employment, I agree to conform to the Tribe's Policies and Procedures, and I agree that my employment can be terminated, with or without cause, and with or without notice, at any time, at either my or the Tribe's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Tribe.

If I am offered employment I agree to submit to a medical examination (if required by the job), fingerprinting (if required by the job), and mandatory drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Tribe and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Tribe the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment will be that I abide by the Tribe's Drug and Alcohol Policy.

Applicant Signature

Date