



Chehalis Tribal HOUSING AUTHORITY

Job Openings

Executive Director:

-Closing Date: Open Until Filled.

Job Summary:

Responsible for oversight of the Tribally Designated Entity; Chehalis Tribal Housing Authority. Provides Leadership and guidance to the Housing Staff. The Executive Director Plans, and directs daily operations of the Housing to produce, and maximize efficiency. The Executive Director will be responsible for assuring that all CTHA activities will be consistent with Tribal Ordinances, HUD's NAHASDA federal regulations, Home Ownership agreements, CTHA Rental Leases, and the Various HUD handbooks that apply to the Indian Housing Program.

Education & Experience: A Bachelor's degree and five (5) years of directly related experience required. An associate degree and eight (8) years of directly related experience or a High School Diploma and ten (10) years of directly related experience may be substituted. Knowledge of NAHASDA, HUD, lending practices and mortgages is required. Extensive knowledge of grants and federal funding is required. Prefer experience with American Indian/ Alaska Native communities.

Bookkeeper:

-Closing Date: April 1st, 2024.

Job Summary:

Performs overall bookkeeping and basic accounting of the financial transactions of all the Chehalis Tribal Housing operations. The Bookkeeper is responsible for the overall organization, management, coordination, and execution of the day-to-day financial activities of the Chehalis Tribal Housing Authority. The Bookkeeper is responsible for maintaining accurate, and up-to-date financial records for all the grants, and programs of the Chehalis Tribal Housing Authority.

Education & Experience: An Associate Degree in related field. High School diploma/GED and three years of direct experience can be substituted for Associates degree. Prefer experience with American/Indian Alaska Native communities.

10 Petoie Dr, Oakville Wa. 98568

Contact Jeanette Siufanua for Job Descriptions of any of the open positions.

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