



Chehalis Tribal HOUSING AUTHORITY

Job Announcement: Executive Administrative Assistant

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Position Summary:

The Chehalis Tribal Housing Authority is hiring an Executive Administrative Assistant to support the Executive Director and CTHA team. This role ensures smooth day-to-day operations through scheduling, payroll and benefits support, board packet preparation, and professional communication with staff, tenants, and community partners.

Key Duties:

- *Support day-to-day operations of the Chehalis Tribal Housing Authority.*
- *Assist with payroll and benefits processing.*
- *Prepare all necessary documents.*
- *Maintain Accurate records and compliance files.*
- *Provide front-line administrative support for staff.*

Minimum Qualifications:

A High School diploma or GED with three (3) years of directly related experience “required”. AA degree in related field and one year (1) directly related experience preferred. Prefer experience with American Indian/Alaska Native communities.