



# RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 NEW HOUSING ROAD BAYFIELD, WI 54814  
(715) 779-3744 (715) 779-5044 FAX

## JOB DESCRIPTION

Position:	Executive Assistant - Planner/Grant Writer	Status:	non-exempt
Salary:	\$20-\$25/hr. – DOQ/DOE; plus benefits*	Hours:	Full-time; permanent
Schedule:	8-hr shifts – Monday-Friday (typically)	Supervisor(s):	Executive Director
Location:	Red Cliff Chippewa Housing Authority	Supervises:	None
Dept.:	Housing Administration		

## SUMMARY

Key assistant to the Executive Director in carrying out and achieving goals in the development and implementation of housing programs. Develops long-range plans, strong projects and proposals that serve residential housing and community development needs; inclusive of infrastructure planning and development. Identifies appropriate grant funding sources for those projects. Assists the Housing Director with progressing projects from idea to completion. Responsible for maintaining existing grants as well as research for additional funding sources. Assists with policy and grant writing; data gathering, analysis and specialized reports. Duties and activities can be inclusive of executive level administrative support, grant and policy writing, complexed analysis, project planning, development & management.

## DUTIES & RESPONSIBILITIES

- Assist with the planning of future projects, including preparation and revision of short and long-term plans. Follow through on plan completion (including project RCCHA is currently pursuing) and continue to develop projects from the long-term plan.
- Identify funding sources and eligibility requirements and assist in securing funding from private and public sources for housing programs in a timely fashion. Monitor external sources of funding sources including Federal, State, Tribal, local, private, non-profit grant sources and the philanthropic field.
- Write grants in support of Indian Housing Plan and the RCCHA comprehensive housing program, community and/or infrastructure development.
- Review current legislation (NAHASDA) for policy requirements, and prepare updated policies that meet regulations for review, approval, implementation.

- Perform research, development, data collection, data analysis and reports for grant writing purposes and to assist in operational analysis.
- Provide administrative support to the Executive Director as needed.
- Responsible for oversight of the NAHASDA environmental review requirements for the organization.
- Attends staff meetings, Board of Commission meetings as requested. Collaborates with other Housing and Tribal staff as needed.
- Develops and maintains accurate records or files pertaining to matters or cases involved with.
- Adheres to confidentiality agreement with residents and other professionals. Maintains all resident interactions and relationships on a professional level.
- Other duties as assigned.

The above represent the major essential and secondary duties of the position. They are not intended to be all-inclusive, but rather a general representation of the duties/responsibilities associate with this position. The Housing Authority reserves the right to change, reassign, or combine job duties at any time to respond to organizational needs and/or as deemed necessary.

#### **SUPERVISORY AUTHORITY**

This position has no supervisory authority.

#### **KNOWLEDGE, SKILLS & ABILITIES (KSA)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Bachelors' Degree in a relevant field, and a minimum of 3-years successful experience in a similar position.
- 2) Previous experience (3 years) doing successful grant writing, including complex grant proposals, on-line application programs.
- 3) Knowledge and experience in NAHASDA, Indian Housing.
- 4) Experience and capability in planning and directing complex work projects.
- 5) Ability to read, comprehend, interpret and apply government regulations and proposal guidelines.
- 6) Knowledge and experience utilizing Housing Data Systems (HDS) software.
- 7) Exceptional administrative support skills. Previous executive level support experience preferred.
- 8) Self-motivated; ability to work independently under minimal supervision. Exhibit motivation and initiative.

- 9) Computer proficient in use of microcomputers & software used for database, data analysis, word processing and report generation. Microsoft Office (required), Excel (required) and project management (preferred).
- 10) Must be able to operate a variety of standard office equipment.

### **QUALIFICATIONS/REQUIREMENTS**

In addition to the KSAs listed above, we are seeking a candidate who also the following qualifications:

- 1) Must be at least 18 years of age.
- 2) Must be emotionally stable and mature. Be reliable. Have effective communication skills.
- 3) Must have the ability to work with a high degree of accuracy and attention to detail and exercise sound judgment.
- 4) Ability to operate effectively under pressure, deadlines.
- 5) Ability to manage several projects simultaneously; multi-task efficiently and effectively.
- 6) Willingness and ability to work in a variety of weather conditions with exposure to outdoor elements.
- 7) Previous experience working with Native American/Ojibwe culture and/or diverse populations.
- 8) Must have a valid driver's license, vehicle and appropriate vehicle insurance coverage. Must be eligible to be put on Housing Authority's vehicle insurance policy and maintain driver's eligibility to maintain employment.
- 9) Must pass criminal background checks and drug screenings.
- 10) Positive 'can-do' attitude, sense of humor, be team minded and self-motivated.

**PERSONAL CONTACTS:** Contacts with Housing Director, other RCCHA and/or tribal departmental staff on a daily basis. Intermittent contact with various government agencies, funding sources, housing tenants and community residents; RCCHA staff. Must be able to work cooperatively with all.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is primary an office based, sedentary position.

While performing the duties of this job, the employee may regularly be required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, bend, kneel, crouch, or crawl; drive; lift/carry; push/pull. The employee must occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

Office located at Red Cliff Chippewa Housing Authority.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing duties of this job, employee may be exposed to wet or humid conditions; outside weather conditions; fumes or airborne particles (associated with paint, varnish, floor strippers and other cleaning supplies). The noise level in the work environment during the night shift is usually mild. Building is smoke-free. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings; overnight and out of town, both locally and nationally.

\*\*\*\*\*

**NOTICES**

Indian preference will be applied in the case of equally qualified applicants; but all qualified applicants will be considered.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe’s RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

\*\*\*\*\*

**TO APPLY**

Submit the following to the identified. Items **MUST** be submitted in your application package to be considered for this position.

**MUST SUBMIT WRITING EXAMPLES OF SUCCESSFULLY GRANT WRITING WITH APPLICATION.**

**SUBMIT:**

- Fully completed Red Cliff Housing Application
- Background Investigation Disclosure/Release
- Resume
- Educational Transcripts/Training Certs
- Cover Letter

**SUBMIT TO:**

Red Cliff Housing Authority  
37645 New Housing Road  
Bayfield, WI 54814  
FAX: 715-779-5044  
ATTN: Tanya Wachsmuth, HR

POSTING: 9/24/2018

DEADLINE: 10/12/2018

FOR FURTHER INFORMATION: Contact Tanya Wachsmuth, Human Resources Manager at 715-779-3744, ext. 103 or via email at [twachsmuth@redcliffhousing.org](mailto:twachsmuth@redcliffhousing.org)