

## YAMPA VALLEY HOUSING AUTHORITY

**POSITION TITLE:** Executive Assistant

**REPORTS TO:** Executive Director    **FLSA STATUS:** Hourly (32 Hours/Week)

**SUPERVISORY RESPONSIBILITIES:** None

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**SUMMARY OF POSITION:** The YVHA Executive Assistant is responsible for providing administrative and organizational support for the YVHA Executive Director.

**JOB RESPONSIBILITIES:** The Executive Assistant is responsible for general office administration and organization in support of the YVHA Executive Director. The position will develop and maintain systems which assist in the efficient and organized operations of YVHA. These systems include but are not limited to: communication with clients and the public via a variety of media outlets, document management, deed restriction qualification, managing mortgage documents, accounts payable fulfillment, and educational programming. Additionally, the Executive Assistant is responsible for meeting preparation, website maintenance and supporting the Resident Manager.

**MINIMUM REQUIREMENTS:** At least one (1) year experience serving in a support role for a non-profit, government or similar organization. Excellent communication skills, organization and ability to work independently are necessary for this position. Fluency in Spanish desired.

**WORK ENVIRONMENT:** Work is performed in a standard office setting.

**ESSENTIAL FUNCTIONS AND PHYSICAL REQUIREMENTS:** Frequent sitting at a desk with exposure to computers. Valid driver's license required.

**COMPENSATION:** Hourly compensation depending on qualifications. Benefits include: health insurance, retirement match and paid time off.

### **Application Procedures**

Submit cover letter, resume and references to: Yampa Valley Housing Authority, c/o Jason K. Peasley via email to [jpeasley@yvha.org](mailto:jpeasley@yvha.org) or hand deliver to the YVHA Offices at 2100 Elk River Rd., Steamboat Springs, CO 80487

### **Application Deadline**

July 7, 2017