



**HOUSING/OCCUPANCY PROJECT ASSISTANT
TEMPORARY 12 Month Assignment**

POSITION: HOUSING DEPT. PROJECT ASSISTANT
(Temporary 12 Month Assignment)
FLSA: Non-Exempt/Hourly
SALARY: \$17.34 hour
CLOSING DATE: UNTIL FILLED

RESPONSIBILITIES:

The Project Assistant is a 12-month assignment that will create a documentation system and scan files into a pdf format to submit to the Occupancy Manager. Included in these duties; contract development or management, file creation, GIS or GPS systems, with a significant amount of time on your feet.

General Responsibilities

- File management, contract development or management.
- Experience with land leases, conveyances, titles/title status, and stock leases, or willingness to learn.
- Operate and maintain appropriate office equipment, filing equipment and visual aid equipment.
- Proficient in Microsoft Office; Word, Excel and Outlook.
- Attend meetings, travel, and work additional hours as needed.
- Ability to work independently or as a team.
- Other duties assigned

EDUCATION, EXPERIENCE, KNOWLEDGE AND ABILITIES:

1. High School Diploma or Equivalent
2. Preferred knowledge but not required of GIS or GPS systems and Contract Development or Management.
3. Ability to establish and maintain effective working relationships with program participants, staff and other public and private agencies.
4. Ability to write clearly and speak effectively to residents, applicants, clients, and/or groups.
5. Ability to travel and meet NCIHA vehicle insurance requirements including possessing a valid California Drivers License.
6. Ability to work independently in the field with little supervision.
7. Willingness to attend meetings/workshops

Must complete NCIHA application, can obtain online at www.nciha.org