



Chippewa Housing Authority

554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538

715-588-3348 • Fax: 715-5887935

~JOB ANNOUNCEMENT~

TITLE: Administrative Assistant

LOCATION: Lac du Flambeau Chippewa Housing Authority

SALARY: \$20 - \$25 / 40 hours per week
(Based on experience and/or qualifications)

FRINGE BENEFITS: Paid time off, paid holidays, retirement, and other employer-provided benefits in accordance with current CHA Personnel Policy and applicable benefit plans.

STATUS: Regular Full-Time; Non-Exempt

REPORTS TO: Executive Director

REQUIREMENT: Successful completion of pre-employment screening and drug testing; participation in random drug testing thereafter.

CLOSING DATE: Open Until Filled

Job Summary: The Administrative Assistant provides organized, confidential administrative and office support to the Executive Director and the Lac du Flambeau Chippewa Housing Authority. The position serves as a professional point of contact for staff, Board members, visitors, callers, and community partners; coordinates calendars, meetings, travel, correspondence, records, reports, and office activities; and helps ensure timely communication and follow-through.

Job Qualifications: High school diploma or equivalent required; associate's degree or administrative certificate preferred. A minimum of two years of administrative, executive-support, office, customer-service, or records-management experience is preferred. A combination of education and relevant experience that demonstrates the required knowledge and skills will be considered.

SUBMIT RESUME AND JOB APPLICATION TO:

LDF Chippewa Housing Authority
Attn: CHA Human Resources
PO Box 187
Lac du Flambeau, WI 54538

Applications will be reviewed as received. The position will remain open until filled.

Applications and a detailed job description are available through the Human Resources Department.

Native American preference will be applied in accordance with LDF-CHA Personnel Policy and applicable federal law. Employment decisions will be based on merit, qualifications, and abilities, with preference administered according to the order established by LDF-CHA policy.

"This Institution is an equal opportunity provide and employer"

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1440 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov

