



Chippewa Housing Authority

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

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JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

Department	Administration
Location	Lac du Flambeau Chippewa Housing Authority
Employment Status	Regular Full-Time; Non-Exempt 40 hours per week
Reports To	Executive Director
Compensation	\$20 - \$25 Per Hour (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.

Position 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. The position also requires strong technical and digital proficiency to effectively use Microsoft Office, electronic filing systems, shared calendars, databases, and web-based platforms.

Essential Duties and Responsibilities

- Provide day-to-day administrative and operational support to the Executive Director and support the orderly operation of the CHA administrative office.
- Receive and screen telephone calls, visitors, correspondence, and general inquiries; respond within assigned authority, take accurate messages, and direct matters to the appropriate employee or department.
- Manage and maintain the Executive Director's calendar, schedule internal and external meetings, coordinate appointments, and provide timely reminders and supporting materials.
- Coordinate authorized travel arrangements, registrations, reservations, itineraries, and related documentation for the Executive Director, Board members, or management staff.
- Draft, type, proofread, edit, format, and distribute professional correspondence, memoranda, reports, presentations, spreadsheets, forms, agendas, and other administrative materials.
- Maintain organized paper and electronic administrative records, correspondence, agreements, resolutions, policies, and signature files in accordance with CHA retention and confidentiality procedures.
- Coordinate Board of Commissioners meeting logistics and materials, including notices, agendas, packets, attendance information, requested supporting documents, and follow-up assignments.
- Record and prepare accurate meeting minutes, summaries, resolutions, and motions; route drafts for review and securely maintain approved records in iCompass or the designated records system.
- Attend Senior Management Team and other assigned meetings, take clear notes, prepare minutes or action summaries, and track follow-up items as directed by the Executive Director.
- Request, compile, organize, and format monthly department reports and other management information without changing the department manager's underlying content or accountability.
- Assist with special projects, staff activities, training coordination, project tracking, community or tenant events, and stakeholder meetings as assigned.
- Create and maintain spreadsheets, presentations, databases, reports, and tracking tools using Microsoft Office and other authorized systems.

- Maintain and update approved CHA website content and assist with posting notices, announcements, forms, and public information after receiving appropriate authorization.
- Assist with routine office administration, including mail distribution, copying, scanning, filing, supply monitoring, meeting-room preparation, and coordination of shared office needs.
- Gather receipts and supporting documentation and prepare assigned administrative expense reports for review; Finance retains final reconciliation, coding, approval, and accounting authority.
- Handle confidential and sensitive information concerning personnel, tenants, applicants, Board matters, legal matters, finances, and CHA operations with discretion and in accordance with policy.
- Monitor administrative deadlines, maintain follow-up lists, and respectfully remind responsible staff of reports, signatures, approvals, and action items due to the Executive Director or Board.
- Maintain professional, courteous, and culturally respectful working relationships with Board members, staff, tenants, applicants, Tribal programs, vendors, partner agencies, and the public.
- Follow CHA Personnel Policies, records requirements, communication protocols, chain of command, and authorized technology and confidentiality practices.
- Perform other related administrative and executive support duties assigned by the Executive Director or authorized designee, without assuming housing-program eligibility or tenant caseload responsibilities.

Knowledge, Skills, and Abilities

- Thorough knowledge of professional office practices, administrative procedures, business correspondence, records management, scheduling, and meeting support.
- Advanced Microsoft Office Skills - Proficient in Microsoft Word, Excel, PowerPoint, and Outlook, including document formatting, spreadsheet development, presentation design, and professional email communication.
- Electronic Filing Systems - Skilled in organizing, maintaining, and retrieving digital records within structured electronic filing and document
- Calendar & Scheduling Tools - Experienced with digital calendars, shared scheduling platforms, meeting coordination, and reminder systems.
- Database & Web Platforms - Competent in navigating database systems, entering and managing data, updating web
- Document — Able to manage version control, track revisions, maintain secure storage, and support workflow efficiency across multiple departments.
- Excellent written communication, grammar, spelling, proofreading, editing, note-taking, and document-formatting skills.
- Strong verbal communication, interpersonal, diplomacy, and customer-service skills, including the ability to represent CHA professionally to internal and external contacts.
- Ability to organize work, establish priorities, manage multiple assignments, track deadlines, and complete tasks accurately with limited supervision.
- Ability to exercise independent judgment within assigned authority, recognize matters requiring management attention, and maintain the proper chain of command.
- Ability to maintain strict confidentiality and handle sensitive personnel, tenant, applicant, Board, legal, and financial information with sound judgment and discretion.
- Ability to prepare clear meeting minutes, action summaries, reports, presentations, spreadsheets, and administrative records from notes and source materials.
- Ability to work cooperatively with the Executive Director, Board of Commissioners, managers, employees, tenants, applicants, Tribal programs, vendors, and community partners.
- Knowledge of the cultural, social, and community environment of the Lac du Flambeau Chippewa Tribe and the ability to communicate respectfully with the Tribal community and the public.

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

Supervisory Responsibilities

None

Physical Demands and Work Environment

Work is performed primarily in an office setting with no regular exposure to adverse environmental conditions. The position requires prolonged sitting and computer use; frequent communication with staff and the public; and occasional lifting or exertion of up to 10 pounds. Reasonable accommodation may be made to enable qualified individuals to perform the essential functions of the position.

Policy Compliance and Employment Conditions

The employee is expected to comply with the CHA Personnel Policy, applicable Tribal and federal requirements, and all other policies and procedures governing the work. This job description summarizes the primary duties and requirements of the position and is not intended to list every task. Duties may be modified or reassigned consistent with organizational needs and applicable policy.

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.

Employee Acknowledgment and Signature

By signing below, the employee acknowledges receipt and reviews of this job description and the position's duties and expectations. The employee's signature does not create a contract of employment.

Employee Signature

Date