



## RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 New Housing Road Bayfield, WI 54814  
(715) 779-3744 (715) 779-5044 Fax

### JOB DESCRIPTION

Position:	Executive Assistant - Grant Writer/HR Mgr.	Status: non-exempt
Salary:	Negotiable - 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 identified in the Indian Housing Plan (IHP). Duties/Activities include grant writing/grant administration, pre-project development, executive level administrative support, policy writing; data gathering, analysis and preparation of specialized reports. Acts as the organizational Human Resource Manager.

### DUTIES & RESPONSIBILITIES

- Grants, Policy Writing, Data Management
  - Identifies funding sources and eligibility requirements and assists in securing funding from private and public sources for goals identified in the IHP.
  - Does grant writing, grant administration, grant reporting.
  - Does data collection, analysis & complex reporting.
  - Assists in policy writing.
- Pre-Project Development
  - Responsible for all pre-project environmental review/clearances and project permitting.
  - Responsible for all functions associated with land leases, including file maintenance.
- Human Resource Management
  - Provides a diverse range of functions in support of the HR Dept including interpreting & explaining policies; benefit administration; preparing paperwork & entering employee data into computerized systems; receiving & processing new hires/exits, salary, time & benefit information; & maintaining personnel files.

- Administrative
  - Provides administrative support to Executive Director, including preparation of Board/Council meeting packets.
  - Responsible for oversight of organizational records maintenance and disposition. Utilizes laserfiche for electronic document management. Maintains filing system for E.D.
  - Attends meetings; collaborates with internal & external teams.
  - Prepares reports, presentations, spreadsheets, etc.
- 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 associated 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; or combination of a reasonable level of education & experience to support an executive level position. Experience must demonstrate capability to do complex work projects.
- 2) Previous experience doing successful grant writing, including complex grant proposals, on-line application programs.
- 3) Knowledge & experience in Human Resource Management. ***Ability to acquire certification within 1-year of hire.***
- 4) Knowledge and experience in NAHASDA, Indian Housing preferred.
- 5) Ability to read, comprehend, interpret and apply government regulations and proposal guidelines.
- 6) Exceptional administrative support skills. Previous executive level support experience preferred.
- 7) Self-motivated; ability to work independently under minimal supervision. Exhibit motivation and initiative.
- 8) Must be well-versed in technology use. Computer proficient in use of microcomputers & software used for database, data analysis, word processing, report generation, presentations/publisher. Microsoft Office (required), Excel (required), Powerpoint, Publisher.
- 9) 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 21 years of age.
- 2) Must be emotionally stable, mature & reliable; have effective communication & interpersonal skills.
- 3) Must have the ability to work with a high degree of accuracy and attention to detail and exercise sound judgment; and with a high degree of confidentiality.
- 4) Ability to operate effectively under pressure, deadlines.
- 5) Ability to manage several projects simultaneously; multi-task efficiently and effectively.
- 6) Strong organizational skills, & ability to work independently under minimal supervision.
- 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. ***Must be able to maintain a high degree of confidentiality.***

## 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.

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## **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.

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## **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  
Salary Requirements & Employment Conditions

### **SUBMIT TO:**

Red Cliff Chippewa Housing Authority  
37645 New Housing Road  
Bayfield, WI 54814  
FAX: 715-779-5044  
ATTN: Human Resource Mgr.

POSTING: 11/02/2021

DEADLINE: 11/16/2021

FOR FURTHER INFORMATION: Contact Cheryl Cloud, Executive Director at 715-779-3744, ext. 3506 or [ccloud@redcliffhousing.org](mailto:ccloud@redcliffhousing.org)