

HOPI TRIBAL HOUSING AUTHORITY

08/08/2019

JOB VACANCY



The First Mesa Youth Center Board has the following job vacancy and is seeking a qualified individual to fill the position.

POSITION: SECRETARY II
DEPARTMENT: ADMINISTRATION

JOB SUMMARY:

Under the direct supervision of the Youth Center Manager, this position performs administrative office duties in support of the First Mesa Youth Center and assists with activities and events.

Minimum Qualifications & Requirements

High School Diploma or three (3) years progressive administrative or secretarial experience; or equivalent combination of education and experience, which demonstrates the ability to perform the duties for this position. Must have a valid Arizona Driver's License.

CLOSING DATE: AUGUST 23, 2019 @ 3:00 p.m.

FOR MOR INFORMATION AND/OR TO OBTAIN AN APPLICATION AND JOB DESCRIPTION, CONTACT:

Sherry Lomayestewa, HR Generalist
Hopi Tribal Housing Authority
P.O. Box 906
Polacca, Arizona 86042
Phone: 928/737-2803 – Fax: 928/737-9270
Email: slomayestewa@htha.org

Submit completed application along with a resume, letter of interest, and three (3) reference letters.

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