

HOPI TRIBAL HOUSING AUTHORITY

09/05/2019

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 and three (3) years progressive administrative or secretarial experience; or equivalent combination of education and experience. Must be able to type at least sixty (60) wpm and demonstrate proficiency in grammar, spelling, math and filing. Must be able to pass a pre-employment drug/alcohol screen and background investigation. Native American preference will be given. Must have a valid Arizona Driver's License.

CLOSING DATE: OPEN UNTIL FILLED (OUF)

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

Sherry Lomayestewa, HR Generalist

P.O. Box 906

Polacca, AZ 86042

Phone: 928-737-2800

Fax: 928-737-9270

Email: SLomayestewa@htha.org

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

THE HTHA IS AN EQUAL OPPORTUNITY EMPLOYER AND EXERCISES NATIVE AMERICAN PREFERENCE.