



Moenkopi Senior Center

JOB ANNOUNCEMENT

MSC/AML PROJECT MANAGER

Responsible for planning, coordinating, and management of the design and construction of the Moenkopi Senior Center (AML) Project and assist in the administrative and technical duties in implementing the construction of this project.

MSC/AML SECRETARY

Responsible for the efficient and effective performance of second level secretarial tasks, including effective public relations, maintaining appointments, screening call/visitors for the project and independently handling routine correspondence and informal requests.

Position Title	Terms of Employment	Salary	Closing Date
Project Manager	Construction Completion	Classified	OUF
Secretary	Construction Completion	Classified	OUF

**Submit your applications/resumes to the Administrative Assistant,
Ms. Poleahla.**

**For more information in reference to these positions please
contact Linda Honahni,**

Program Administrator at 928-283-8025.

**LAST DAY WE WILL ACCEPT APPLICATIONS/RESUMES WILL BE
COB JULY 3RD, 2026**