



## Peninsula Housing Authority Internal Posting of Available Job

<b>Position:</b>	<u>Full Time Position - .5 FTE Housing Assistant, .5FTE Admin Assistant</u>	<b>Posting Date:</b>	<b>05/22/2025</b>
<b>Starting Wage:</b>	<b>\$18.91/hour to \$23.56/hour</b>	<b>Job Hours &amp; Status</b>	<u>40 Hours/week</u> 1.0 FTE
This is a Union position, subject to rules, obligations, and benefits under the Collective Bargaining Agreement with Teamsters Local No. 589			
<b>Scope of Work:</b>	This is a .5 FTE Housing Assistant and .5 FTE Administrative Assistant position. The position is split under the direction of both the Executive Director and the Property Manager. Under the direction of the Executive Director, assists in a variety of administrative duties of a technical nature, many programmatic specific, and other support functions including front desk coverage and secretarial duties including those to support the agency's Executive Director and Board of Commissioners. Under the direction of the Property Manager, assists in the performance of property management tasks designed to ensure that PHA properties are safe, enjoyable places to live, efficient to operate, good neighbors, attractive assets to their neighborhoods and fully compliant with all governing rules. This position acts as a resource to residents by responding to resident questions, concerns and/or requests, taking maintenance work orders, and accepting rent payments. Performs general clerical and administrative duties in support of the Property Manager including data entry, issuing tenant notices, file creation and file maintenance.		
<b>Minimum Qualifications:</b>	See job description for position details and application		
<p><i>If you are interested in applying, please visit our website at <a href="https://peninsulapha.org">https://peninsulapha.org</a> for a full job description and posting. Complete and submit an application together with the PHA application authorization to <a href="mailto:acrawford@peninsulapha.org">acrawford@peninsulapha.org</a>. Resumes can be sent as supplementary material, but will not suffice in lieu of required application.</i></p>		<b>05/22/2025</b>	

**A structured interview and test will be part of the selection process.**