Peninsula Housing Authority
Posting of Available Job

Position:	**Housing Assistant (Forks)**	**Posting Date:**	**10/15/2025**
Starting Wage:	**$17.45/hour to $21.21/hour**	**Job Hours & Status**	40 Hours/week 1.0 FTE
This is a Union position, subject to rules, obligations, and benefits under the Collective Bargaining Agreement with Teamsters Local No. 589			
Scope of Work:	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.		
Minimum Qualifications:	See attached for position details and application		
If you are interested in applying for this position, please complete an application and return to Annette Crawford, 727 E 8th Street, Port Angeles, WA 98362 or acrawford@peninsulapha.org		**10/15/2025**	
A structured interview and test will be part of the selection process.			