



Job Posting: Executive Assistant
Reports To: Executive Director
Worksite Location: 501 Cayuse Street, Walla Walla Washington 99362
Work Classification: Regular full-time, 40-hours per week; non-exempt
Wage Range: \$23.89 - \$39.76 per hour

Why work at Walla Walla Housing Authority?

Because you want to join in our mission to create housing opportunities for low to moderate income families to prosper with dignity and respect and can envision a community where everyone is housed. Because you value: Respect – Integrity – Compassion – Fairness – Trust – Accountability.

Who are we looking for?

We are looking for someone who comes with a strong administrative background who can quickly connect and build trust effectively with a variety of people. We are also looking for someone who likes to explore and contribute to bold ideas and learn new skills.

What will you do?

- Provide high level administrative support to the Executive Director, senior management teammates and the Board of Commissioners.
- Oversee the day-to-day business support activities to ensure efficient and professional operations.
- Manage information flow in a timely and accurate manner with the highest level of confidence, discretion and diplomacy.
- Maintain a positive public image and is responsive to customers, constituents and colleagues.

What education, experience, skills and competencies do I need?

- Three (3) years education/experience in business administration/administrative support role, to include supervisory responsibilities.
- Initiative, collaboration and teamwork.
- Attention to detail.
- Equity and inclusion.

Are you ready to join our team?

To apply, submit cover letter, detailed resume and list of professional references to RosannaM@wallawallaha.org with the subject line [Your Name] – Executive Assistant.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.