NORTHERN CHEYENNE TRIBAL HOUSING AUTHORITY

Re-advertisement

ADMINISTRATIVE PROGRAM ASSISTANT

Program: Healthy Homes   **Opening Date:** November 17, 2025

Supervision: Healthy Homes Program Manager   **Closing Date:** December 17 , 2025

Hourly Pay Rate: 8:00 am – 2:00 pm (5 hrs. a day at $19.00 per hour)

Job Applications Forms are available at NCTHA's front office or online at NCTHA.com

To apply for this position, you must submit the required documentation – listed below:
(Please note late, faxed, or incomplete applications will not be considered.)

1. NCTHA Job Application
2. Resume of Qualifications
3. Tribal Enrollment Card or Certificate of Indian Blood
4. Copy of Current and Valid Montana Driver's License
5. Current Driving Record *(a form is included in the NCTHA Job Application packet with instructions on how to obtain your current driving record. All Applicants must obtain their own driving records!)*
6. Signed Drug and Alcohol Screening Consent form

Position Summary: The Administrative Program Assistant is a multi-functional and multi-task position that involves traditional administrative duties with expanded program responsibilities. The Administrative Program Assistant shall be responsible for providing exceptional customer service; data collection, input, and research; event planning; grant program and fiscal support; and traditional receptionist type functions. The Administrative Program Assistant is expected to be punctual with timely and regular attendance.

Duties and Responsibilities
Customer Service
1. Welcome visitors and clients in a professional and warm manner using the established protocol.
2. Answer incoming Program phone calls and maintain the call log database.
3. Create a knowledge database to answer client FAQ during the intake, grant, and rehab process.

4. Serve as support for Outreach events and Educational Workshops with various responsibilities.

Data Collection, Input, and Research

1. Gather, enter, and/or update data to maintain Program records and databases, as appropriate.
2. Establishes and maintains physical and digital files and records for the Program.
3. Generate reports.

Event Planning

1. Participate actively in the planning and execution of Program events.
2. Coordinate and attend Program events and workshops, assist wherever needed.
3. Maintain a calendar of community events, workshops, appearances, and other communication opportunities; and provide feedback on community reactions to Program outreach efforts.

Grant Program and Fiscal Support

1. Contribute to a high level of quality and efficiency in work by maintaining a constant commitment to accuracy in all work and participating fully with NCTHA's governing Policies and Procedures.
2. Responsible for initial client application data input and scanning. Respond to applications that require a "decline letter" in a timely manner.
3. Assist Program Manager or Administrative Manager with other tasks, as assigned.
4. Must have experience in Environmental assessment training.

General Administrative Duties

1. Answer incoming Program calls, assist callers with information or application packets, direct calls to Program Manager as circumstances require.
2. Coordinate refreshments for educational workshops. Occasionally will need to arrive early to assist with event setup.
3. Assist with mail merges, labels, photocopying, scanning, nametags, and any other administrative support duties.
4. Assist with digital and hard copy filing systems.
5. Maintains continuity of Program operations by documenting and communicating needed actions by management, discovering irregularities, and determining continuing needs.
6. Assume additional duties as required.

Knowledge, Skills, and Abilities

1. Ability to relate and communicate with people and be able to work with them. All relationships with individuals or the public must be through honest and truthful means to protect their interests and NCTHA. Ability to communicate and disseminate information clearly and concisely.
2. Ability to pay attention to detail and manage multiple projects at one time.
3. Independently motivated, with the ability to take on tasks and duties without immediate supervision or direction. Ability to be flexible and adapt to changing needs and time pressures.
4. Ability to work within a team environment that emphasizes quality, honesty, interdependence, teamwork, and humility.
5. Intellectual curiosity; ability to ask thoughtful and probing questions and suggest organizational and process improvements. Ability to recognize opportunities, develop ideas, and transform ideas into concrete initiatives.

Minimum Qualifications

1. Must possess a AA degree, or years of Business-related college course work may be counted towards the experience requirement.
2. Working knowledge of common productivity software/ apps, e.g. Microsoft Office or Google Apps, including spreadsheets, PowerPoint, word processing, and email/ calendars.
3. Familiarity with office equipment, such as copies/ scanners, phone systems, etc.
4. Must be willing to travel and attend employment-related training(s), as required.
5. Possess a valid Montana Driver's License
6. Must have environmental assessment experience.

The statements contained herein reflect the general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. However, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

This is a TEMPORARY/ NON-EXEMPT position. *Specifically, this position is funded by NCTHA's Healthy Home Production Grant for 2024. This position is expected to last the term of the grant – until August 2027.*

Questions or comments can be directed at Human Resources at 477-6419.

_____
Ernest Robinson , Acting NCTHA Executive Director

_____
Date