



Special Assistant

The Phenix City Housing Authority (PCHA), an organization in the affordable housing industry, is seeking a results-driven individual to serve as Special Assistant. The incumbent provides a wide range of highly confidential, complex, and responsible executive-level administrative support to the Executive Director. The incumbent is responsible for managing the daily administrative functions of the Executive Office.

Duties include, but are not limited to:

- Provide support for meetings; organize briefings; coordinate appropriate staff to attend; prepare agendas and minutes; ensure timely submission and circulation of relevant background documents and reports.
- Evaluate, analyze, and review incoming and outgoing correspondence from the Executive Director; hold consultations with appropriate managers/supervisors.
- Provide exceptional customer service to internal and external customers; assist in the resolution of problems and ensure cooperation with other departments, employees, vendors, and external clients.
- Maintain current HR files and databases by updating and maintaining employee benefit records, employment status, grievances, performance reviews, disciplinary actions, and other HR-related records.

Education/Experience: Bachelor's Degree in business administration, public administration, or related field and a minimum of five (5) years of experience providing executive-level support. Must possess a valid Alabama driver's license and be insurable under the Authority's plan. Must be eligible for coverage under the Authority's fidelity bond.

An equivalent combination of education and experience may be considered.

Equal Opportunity Employer / Equal Housing Opportunities

Location: Phenix City, AL. Only local travel may be required.

Organization: Phenix City Housing Authority (<http://www.pchousing.org/>)

Compensation: Commensurate with experience and qualifications. Comprehensive benefits package included.

To apply: Please e-mail your resume, cover letter, and salary requirements to recruit@humancapitalinitiatives.com with "PCHA Special Assistant" in the subject line. Please do not contact PCHA directly.