Utah Paiute Tribal Housing Authority
565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

JOB ANNOUNCEMENT

Administrative Assistant

Utah Paiute Tribal Housing Authority (UPTHA)

Status: Full-Time
Wage: Based on Experience
Open Date: November 4, 2026
Application Deadline: December 1, 2026

Position Summary

The **Administrative Assistant** provides comprehensive administrative, clerical, organizational, and program support to UPTHA, including direct assistance to the Executive Director. This role ensures daily office operations, financial processing, records management, and special projects are completed accurately, efficiently, and in accordance with established policies.

Essential Duties & Responsibilities

- **Executive Director Support:** Manage calendars, schedule meetings, handle executive correspondence, and maintain highly confidential files.
- **Office Operations:** Handle data entry, filing, scanning, and maintaining an organized workspace.
- **Program Support:** Assist with tribal programs, track grant deadlines, maintain participant records, and manage tenant/homeowner communications.
- **Communications:** Create, format, and distribute public-facing materials, including community flyers, newsletters, and official forms.
- **Compliance & Procurement:** Ensure proper records management for audits, research products/services, and secure vendor quotes.

General Requirements

- **Education:** High School Graduate or GED equivalent.
- **Screenings:** Ability to successfully pass a background investigation and a drug/alcohol screening.
- **Licensing:** Valid driver's license and the ability to be insured under the company policy.
- **Technical Skills:** Proficiency in Microsoft Office Suite and the ability to adapt to specialized electronic recordkeeping software.

- **Cultural Awareness:** Demonstrated understanding of Native American histories and cultures, with specific familiarity regarding the Paiute Indian Tribe of Utah.
- **Core Competencies:** Strong organization, multitasking, communication, and problem-solving skills; absolute commitment to confidentiality and integrity.

Disclaimer

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Indian Hiring Preference

Under the Indian Hiring Preference Act, UPTHA gives preference to qualified American Indian and Alaska Native applicants.

How to Apply

Interested candidates must submit a completed **UPTHA Employment Application**, a **resume**, and a **cover letter**, along with copies of a **valid driver's license**. Tribal members should also include their **Certificate of Indian Blood (CIB)** or official **Tribal Membership Documentation**.

- **In Person:** Pick up/drop off at 565 North 100 East, Cedar City, UT 84721
- **Online Forms:** Available at www.upthapha.org
- **Email Submission:** Send completed packets to **Director@utahpha.org**