



# PUEBLO OF ISLETA

P.O. BOX 760  
ISLETA, NM 87022

**Job Title: Executive Assistant**  
**Department: Isleta Pueblo Housing Authority**  
**Reports To: Executive Director**  
**FLSA Status: Non-Exempt (\$65,000-\$85,000)**

## Position Summary

The Executive Assistant serves as a trusted partner to the Executive Director, providing high-level administrative, organizational, and strategic support. This position plays a critical role in ensuring the efficient operation of the Executive Office and advancing the mission of providing safe, affordable housing and services to the community. The Executive Assistant must exercise sound judgment, maintain confidentiality, and demonstrate professionalism in all interactions with staff, Tribal leadership, board members, partners, and the public.

## Key Responsibilities

1. Manage the Executive Director's calendar, including scheduling meetings, coordinating travel, and prioritizing appointments.
2. Prepare briefing materials, reports, and presentations for meetings, conferences, and Board of Commissioners sessions.
3. Draft, review, and edit correspondence, memos, and official documents on behalf of the Executive Director.
4. Track deadlines, action items, and follow-ups to ensure timely completion of priorities.
5. Coordinate Board of Commissioners meetings, including agenda preparation, board packets, and meeting logistics.
6. Record and maintain accurate meeting minutes and official records.
7. Ensure compliance with applicable policies, procedures, and governance requirements.
8. Serve as a primary point of contact between the Executive Director and internal/external stakeholders.
9. Facilitate communication with Tribal leadership, funding agencies (including HUD/NAHASDA), community partners, and residents.
10. Handle sensitive and confidential information with discretion.
11. Oversee daily administrative functions of the Executive Office.
12. Maintain organized filing systems (electronic and physical) for records, contracts, and correspondence.
13. Support coordination of organizational events, trainings, and special projects.
14. Assist in tracking organizational goals, strategic initiatives, and reporting requirements.
15. Conduct research and compile data to support decision-making and grant/reporting needs.
16. Support special projects assigned by the Executive Director.

## **Qualifications**

### **Education & Experience**

1. Associate or bachelor's degree preferred.
2. Minimum of 3-5 years of progressively responsible administrative experience, preferably supporting senior leadership.
3. Experience working in Tribal organizations, housing authorities, or public sector agencies is highly desirable.
4. One year of housing experience is preferred.

### **Skills & Abilities**

1. Strong organizational and time-management skills with the ability to manage multiple priorities.
2. Excellent written and verbal communication skills.
3. High level of professionalism, discretion, and confidentiality.
4. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
5. Ability to work independently and exercise sound judgment.
6. Knowledge of NAHASDA, HUD programs, or Tribal governance is a plus.

### **Work Environment**

This position operates in a professional office environment and may require occasional travel, evening meetings, or attendance at Board and community events.

### **Physical Requirements**

1. Prolonged periods of sitting, working at a computer, and using office equipment.
2. Ability to lift up to 25 pounds occasionally.

### **Indian Preference**

Indian Preference will apply in accordance with Tribal and federal regulations.