



313 East Main Street • Newark, Delaware 19711 • Telephone/TDD 302-366-0826 • Fax 302-366-8212

**Employment Opportunity  
NHA Administrative Assistant  
(Part-time Position)**

September 22, 2023

Salary: Open

Position Title: Administrative Assistant (Part-time)

Location: Newark Housing Authority  
313 East Main Street  
Newark, Delaware 19711

Closing Date: Open until filled.

To be considered, please email a Letter of Interest, a current copy of your resume, three professional references from recent employers and requested salary to [mjordan@newarkhousingauthority.net](mailto:mjordan@newarkhousingauthority.net). Please include in the subject line of the email: Administrative Assistant Vacancy.

**Summary of Position**

The Newark Housing Authority (NHA) requires an Administrative Assistant to work in its administrative office in Newark, Delaware. The NHA is a Federally Funded (HUD) agency that specializes in providing services to clients seeking housing and participants of subsidized housing programs within the city limits. The successful candidate will work closely with the Executive Director and dedicated staff to provide quality services to the clients of programs (Housing Choice Voucher and Low-Income Public Housing) administered by the NHA.

**JOB DESCRIPTION**

**Major Duties and Responsibilities**

- Receptionist duties
- Office management
- Letter writing
- Attending meetings and workshops
- Performs other related duties as assigned.

***\*Person will work closely with all staff members, inclusive of the Housing Manager, Maintenance personnel and Inspector. Therefore, some experience in property management, knowledge of Delaware Tenant Landlord Code, and certification in any aspect of HUD funded programs is suggested and will be helpful.***

Supervision Received:            Reports directly to the Executive Director