POSITION ANNOUNCEMENT

Title: Executive Assistant – Community Housing

Job Location: 424 2nd Ave. S, Okanogan, WA 98840

Description: Seeking a motivated, organized individual to support our housing development and countywide housing coordination work, with a clear path to grow into our Community Housing Lead position.

OCCAC Mission: Leading a revolt on poverty through education, empowerment, and engagement.

OCCAC Values: Integrity. Accountability. Advocacy. Community.

Okanogan County Community Action Council and the Okanogan County Housing Coalition are hiring an **Executive Assistant – Community Housing** to help expand housing opportunities across Okanogan County. This shared position provides administrative support to affordable housing development projects and to countywide efforts addressing housing and homelessness.

This is a career-growth opportunity. You do not need years of housing experience to start. We will provide hands-on training, mentoring, and professional development, and successful employees may be considered for promotion to Community Housing Lead.

If you are organized, eager to learn, passionate about making a difference, and thrive in a collaborative environment, **we want to hear from you!**

Take the next step in your career and join a team that's building stronger, healthier communities—one person at a time.

Wages: The starting range is $20.19 – $22.06 per hour as a non-exempt employee. The salary range is $20.19 - $26.35 per hour and is based on 2080 work hours a year (40 hrs/wk). Wage is based on knowledge, skills, and experience.

Because you Matter: We believe that taking care of our team is just as important as serving our community. That's why we offer a **comprehensive benefits package** designed to support your well-being, growth, and sense of purpose:

- ✓ **Medical, Dental, and Vision Insurance** – Your health matters. We provide quality coverage to keep you and your family well.

- ✓ **Group and Voluntary Life Insurance / AD&D** – Peace of mind for you and your loved ones.
- ✓ **Simple IRA Retirement Plan** – With employer contributions to help you plan for a secure future.
- ✓ **Health Savings Account (HSA)** – Tax-advantaged savings for medical expenses.
- ✓ **14 Paid** Holidays Per Year – Including time to rest, recharge, and celebrate.
- ✓ **Generous Vacation and Sick Leave** – Because balance is essential.
- ✓ **Professional Development Support** – We invest in your growth with training, workshops, and learning opportunities.
- ✓ **Supportive Team Culture** – Join a workplace where collaboration is encouraged, your ideas are welcomed, and your contributions truly make a difference.
- ✓ **Meaningful Work** – Every day, your efforts will directly improve lives and strengthen the fabric of our local community.

How to Apply: Submit a **resume, cover letter, and application through www.occac.com/employment.**

Application Deadline: First review November 15th, 2026. This position is open until it is filled.

For more information, contact:
Rena Shawver
Executive Director
Okanogan County Community Action Council
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www.occac.com

Job Description

Position title	Department	Reports to
Executive Assistant – Community Housing	Planning and Development	Executive Director
	FLSA status	Effective date
☐ Temporary ☒ Full-time (32-40 hrs) ☐ Part-time	☒ Nonexempt ☐ Exempt	11/01/2026

Position Summary

The Executive Assistant – Community Housing is a shared, entry-to-mid-level position providing administrative and coordination support for affordable housing development and countywide housing efforts in Okanogan County. The role is split between the Okanogan County Community Action Council (OCCAC) and the Okanogan County Housing Coalition (OCHC).

The Executive Assistant supports the OCCAC Executive Director, project teams, and OCHC partners by scheduling and preparing for meetings, taking minutes, organizing files and records, tracking deadlines, gathering data, and helping prepare grant applications, reports, and Request for Proposals (RFP) materials. The position will also help support implementation of Okanogan County's new Five-Year Homeless Housing Plan.

This position is designed as a **training and development role**. As the employee builds knowledge and demonstrates competency, responsibilities will increase. The employee may be considered for advancement to the Community Housing Lead position.

The ideal candidate is highly organized, detail-oriented, dependable, eager to learn, and motivated by expanding safe and affordable housing opportunities for low-income individuals and families.

Essential Duties and Responsibilities

The essential functions include but are not limited to the following: Duties are performed under the direction of the Executive Director and Housing Coalition leadership, with increasing independence as training progresses.

Housing Development Administrative Support (OCCAC – 50%)

Provide administrative support to OCCAC housing and community development initiatives, including a 20-unit multifamily housing development, a 60-acre

community development master plan in North Omak, and other capital projects supporting housing development:

- Schedule meetings, prepare agendas and materials, take meeting notes, and distribute follow-up action items
- Maintain organized electronic and paper project files, contracts, and correspondence
- Track project timelines, deadlines, and compliance due dates, and send reminders to the project team
- Conduct basic research on funding opportunities and summarize findings for the OCCAC Executive Director
- Assist with gathering attachments, formatting, proofreading, and submitting grant applications and funding proposals
- Help prepare and distribute Request for Proposals (RFP) and Request for Qualifications (RFQ) documents, track submissions, and compile review panel scores
- Assist with collecting and organizing financial documentation, invoices, and compliance records
- Serve as a point of contact for routine communication with partners, contractors, and agencies
- Support community outreach and stakeholder engagement activities

Housing Coalition Administrative Support (Housing Coalition – 50%)

Coalition Meeting Support

- Schedule and coordinate regular Okanogan County Housing Coalition meetings, including room setup and virtual meeting links
- Prepare and distribute agendas and materials, record minutes, and track follow-up actions
- Maintain coalition contact lists and membership records, and help with outreach to new members such as municipalities, law enforcement, housing providers, and community partners
- Work with the county web administrator to post meeting materials and minutes to the Housing Coalition website

Funding and RFP Process Support

- Assist with the annual RFP process for county homeless and housing funds, including posting notices, answering basic applicant questions, and tracking applications
- Organize materials for review committees and compile evaluation results
- Help prepare documents for Board of County Commissioners meetings and contract execution

Data Collection and Reporting

- Collect housing inventory, homelessness count, shelter utilization, and program outcome data from service providers

- Enter and maintain data in spreadsheets and databases, and check for accuracy and completeness
- Assist with compiling quarterly housing and homelessness reports for county leadership and community stakeholders

State Reporting and Compliance Support

- Help gather information and prepare drafts for the Annual Homeless Housing Plan Update and other required reports to the Washington State Department of Commerce
- Maintain a reporting calendar and documentation to support compliance with the Homeless Housing and Assistance Act (RCW 43.185C) and funding requirements

Contract and Invoice Support

- Track contracts, invoices, and required documentation from organizations receiving housing and homelessness funds
- Follow up with partners on missing or late documents

Community Engagement and Outreach

- Help coordinate outreach events, surveys, and listening sessions, including gathering input from community members with lived experience
- Attend regional and statewide housing meetings and trainings alongside leadership as part of professional development

Other Duties as Assigned

The above job description is not all-inclusive of the work, and the position is expected to perform other duties as assigned. This position is part of a new program and will evolve over time.

This position is currently funded through state grant funding, which is subject to change.

This position has a dual reporting relationship with the Executive Director of Okanogan County Community Action Council and the Okanogan County Housing Coalition, supported by the Okanogan County Board of County Commissioners. See Okanogan County Housing Coalition | Okanogan County, WA.

Training and Advancement Pathway

OCCAC will provide structured on-the-job training, mentoring from the Executive Director, and professional development to prepare the employee for possible advancement to Community Housing Lead. Advancement is not guaranteed and depends on performance, demonstrated skills, and available funding.

1. **Foundation (approximately months 1–6):** Learn OCCAC and Housing Coalition operations, meeting coordination, recordkeeping, data collection,

and reporting calendars. Complete orientation on affordable housing and homelessness systems.

2. **Growing responsibility (approximately months 6–18):** Begin drafting grant sections, RFP documents, and quarterly reports. Co-facilitate coalition meetings. Attend trainings on topics such as HMIS, LIHTC, Section 8, grants management, and RCW 43.185C compliance.
3. **Readiness for advancement (approximately months 18–36):** Independently manage portions of the RFP process, state reporting, and project tracking. Lead coalition meetings and represent the Coalition at regional meetings.

Performance and readiness will be reviewed at regular check-ins and annual evaluations. When the employee meets the minimum qualifications and performance expectations for Community Housing Lead, they may be considered for promotion.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Experience: Minimum: 1–2 years of administrative, office support, customer service, or related experience.

- Experience in a nonprofit, government, social services, or community-based setting is preferred
- Experience supporting meetings, committees, or projects is an asset
- Interest in or experience with housing, homelessness services, or rural communities is a plus

Education: High school diploma or GED required. Associate's or Bachelor's degree in Public Administration, Social Work, Business Administration, Urban Planning, or a related field is preferred, or equivalent experience.

Preferred knowledge: Basic understanding of, or strong interest in learning about, affordable housing, homelessness services, and grant-funded programs. Training will be provided.

Skills & Abilities:

- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and deadlines with guidance
- Good written and verbal communication skills, including taking clear meeting notes
- Proficiency in Microsoft Office (Word, Excel, Outlook) and comfort learning new software and databases

- Ability to work both independently and as part of a team with diverse partners
- Ability to handle confidential information with discretion
- Willingness to learn, accept feedback, and grow into greater responsibility

Pre-Employment Requirements
At OCCAC, we are committed to maintaining a safe and responsible workplace. All applicants are subject to background checks and must successfully complete a pre-employment urine analysis (UA) prior to hiring.

Working Conditions:

- Primarily office-based with occasional local travel for meetings and project site visits
- Attendance at regional or state housing meetings and trainings may be required
- Some evening or weekend meetings may occur
- Must reside in Okanogan County
- Some remote work may be possible occasionally, but this is not a remote position
- Must possess a valid Washington State driver's license

Physical Demands:

Sitting: Administrative staff typically spend a significant amount of time sitting at a desk or workstation to perform their duties.

Computer Use: Regular use of computer systems and office equipment is common, requiring proficiency in typing, data entry, and use of software applications.

Phone Communication: Handling phone calls and possibly prolonged periods of talking on the phone.

Filing and Organization: Occasionally involves lifting or carrying files or boxes of documents, though typically not heavy lifting.

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

Office Setting: Administrative staff usually work indoors in a climate-controlled office environment.

Noise Levels: The office environment can vary in noise levels, ranging from quiet work areas to more active and interactive settings.

Collaboration: Interaction with colleagues, supervisors, and occasionally clients or visitors is typical, requiring good interpersonal and communication skills.

Work Hours: Generally, follow standard office hours, though occasional overtime or flexibility may be required depending on the organization's needs.

Additional Considerations:

Ergonomics: Awareness of ergonomic practices for desk setup and posture to minimize strain or injury.

Multitasking: Ability to manage multiple tasks and priorities efficiently in a fast-paced environment.

Confidentiality: Often required to handle sensitive information and maintain confidentiality.

Professionalism: Maintaining a professional demeanor and appearance is usually expected.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

OCCAC Values

Integrity

- ✓ We treat the community members we serve with humanity, compassion, and excellent customer service no matter the circumstances they are facing.
- ✓ We do what we say we will do. Promises made, promises kept.
- ✓ We actively cultivate an environment of trust and honesty.
- ✓ We are dependable, knowledgeable, and honest in our daily work.

Accountability

- ✓ We do our work with high quality and transparency.
- ✓ We are flexible and adaptable to meeting community needs.
- ✓ We actively listen and are open to feedback and improvement.
- ✓ We take responsibility for our mistakes and learn from them.

Advocacy

We ensure that the people and communities most affected by poverty are visibly leading our work.

Our diverse community is represented in our staff and the services we provide.

We help navigate and fight against bureaucracy and systems that are inequitable and keep people in poverty.

Community

- ✓ We pitch in when there is a need for our community, clients, and coworkers, to support their success.
- ✓ We actively listen to our community members, so they feel heard and have a voice.
- ✓ We have empathy for people in need and help them catch a break. Everyone deserves a chance.
- ✓ We work closely with partner organizations to strengthen our impact.
- ✓ We welcome energetic conversations across diverse perspectives and challenge each other respectfully by focusing on the idea and not the person.
- ✓ We uplift each other and make each other laugh

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.