



Location: Linden, NJ

Reports To: Executive Director

Position: Administrative Assistant (Part-Time)

About Us:

The Linden Housing Authority provides quality housing services to our community. We are seeking a highly organized and professional Administrative Assistant to support the Executive Director on a part-time basis. This position provides administrative assistance in coordination, scheduling, and communication under the Executive Director's supervision.

Key Responsibilities

- Provide administrative and clerical support to the Executive Director, including scheduling, filing, and correspondence.
- Prepare internal reports and communications as directed by the Executive Director.
- Coordinate internal communications within the agency in support of operational efficiency.
- Maintain confidential files and records consistent with Housing Authority policy.
- Perform other general administrative tasks under the Executive Director's supervision.

Qualifications

- Experience as an Administrative Assistant, Executive Assistant, or similar role.
- Strong organizational, written, and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to handle confidential information with discretion and professionalism.
- Self-motivated and capable of working independently.

Hours and Compensation

Part-time schedule, approximately 20–25 hours per week.



Hourly rate based on experience (\$20–\$25/hr).

How to Apply

Submit résumé and cover letter outlining relevant experience to mberghammer@lindenha.org by October 30th, 2025