



## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its services, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

**Deanna Johnson**  
Director of Human Resources  
611 S Kansas Avenue, Suite 300  
Topeka, KS 66603

PHONE:  
785-217-2009

WEBSITE:  
kshousingcorp.org

EMAIL:  
[djohnson@kshousingcorp.org](mailto:djohnson@kshousingcorp.org)

Pay for this position is  
\$19.63/hour.

# Executive Assistant

Topeka, KS

KHRC is looking for an Executive Assistant. This position will:

- Schedule meetings, coordinate schedules of participants and take minutes.
- Coordinate and manage special projects.
- Proofread all correspondence for Executive and Deputy Director and produce professional business correspondence.
- Create power point presentations.
- Prepare and develop spreadsheets and reports.
- Collect and distribute incoming/outgoing mail and packages.

## Knowledge, Skills and Experience

High School Diploma or GED and three years of experience in clerical support. A combination of education and experience may be accepted as determined relevant by KHRC. Knowledge and experience with Microsoft Office Suite with proficiency in Word, Outlook, and Excel.

## What we offer:

Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance Retirement Plan  
Tuition Assistance  
Paid Covered Parking

**Resumes will be accepted until Friday, February 12, 2021**

***KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.***