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EMPLOYMENT OPPORTUNITY

Jobs Plus Administrative Assistant

The Brunswick Housing Authority is accepting applications for the position of Jobs Plus Administrative Assistant. The Jobs Plus Administrative Assistant serves a dual role within the organization, directly reporting to the Jobs Plus Program Manager and supporting off-site Case Managers by maintaining their calendars and schedules. This position plays an essential part in the smooth operation and data integrity of the Jobs Plus program. The Administrative Assistant may be asked to assist with other tasks and projects within the organization as needed.

In this role, you will enter, update, and verify information in TAAG/Elite software systems, ensuring data integrity and consistency across departments. You will also organize electronic and physical files, generate reports, and assist in the development of improved data entry workflows. As a key point of contact for staff and customers, you will handle inquiries related to data accuracy and retrieval while collaborating with teams to align operational needs.

Minimum Requirements

- Possess a High School Diploma or GED
- Ability to follow directions and produce necessary case documentation
- Good verbal and written communication skills
- Basic computer skills
- Clerical skills
- Proficient in Microsoft Office (Word, PowerPoint, Excel, etc.)
- Possession of or ability to obtain a Georgia Driver's License
- Ability to work evenings, weekends, and unusual schedules

Successful candidates must pass a post-offer/pre-employment drug screen and background investigation.

The minimum rate of pay for this position is \$18.12. This is a full-time, non-exempt position. This is a grant-funded position and will remain in place for the life of the grant. The position is not eligible for benefits. Interested applicants should complete and submit an Application for Employment (<https://brunswickpha.org/careers>) by 4:00 pm on Monday, June 30, 2025.