



RECRUITMENT ANNOUNCEMENT OPERATIONS ADMINISTRATIVE SPECIALIST

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is seeking qualified applicants for the position of **Operations Administrative Specialist**. The Operations Administrative Specialist provides high-level administrative, technical, and professional support to the Executive Director, Executive Assistant, and Human Resources Director. This role ensures efficient operations across executive and human resources functions, supports organizational compliance, coordinates complex administrative activities, prepares critical documentation, and assists in implementing agency-wide initiatives.

Essential Functions

Provide comprehensive administrative support to the Executive Director, Executive Assistant and Human Resources Director.

Draft, proofread, and edit correspondence, reports, presentations, and official documents.

Assist in organizing board meetings, preparing board packets, distributing documentation, and maintaining accurate digital and physical records.

Track deadlines, deliverables, and follow-up actions related to executive-level projects.

Manage confidential and sensitive information with the highest level of professionalism and discretion.

Assist the Human Resources Director with recruitment activities, including posting job announcements, scheduling interviews, preparing onboarding documents, and conducting new hire orientations.

Maintain human resources files, personnel records, and compliance-related documentation in accordance with federal, state, and agency requirements.

Support the coordination of staff training, professional development activities, and human resources related communications.

Assist in compiling human resources reports, data tracking, and supporting policy updates.

Develop and maintain organized filing systems, databases, and spreadsheets for administrative, operational, and human resources use.

Assist with procurement activities, vendor communication, and contract management processes as assigned.

Use agency software systems (e.g., housing management systems, payroll/human resources platforms, document management tools) to support departmental functions.

Conduct research and compile information for executive and human resources projects, reports, and presentations.

Support the coordination of agency-wide events, employee activities, and special initiatives.

Serve as a professional point of contact for internal and external inquiries, directing communications appropriately and ensuring timely follow-up.

Interact with residents, partners, government agencies, and board members in a courteous and professional manner.

Minimum Requirements

Associate degree in Business Administration, Public Administration, Human Resources, or related field; Bachelor's degree preferred. Three (3) years of progressively responsible administrative experience; equivalent combination of education and experience may be considered. Experience supporting executive-level leadership and/or HR functions preferred. May be required to possess and maintain a valid driver's license.

Compensation and Benefits

BHA offers an exceptional compensation and benefits package. The minimum salary for this position is \$22.08 per hour (\$45,923.03 annualized). The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package.

How To Apply

In addition to completing an application for employment at ([Job Application - Brunswick Housing Authority, Georgia](#)), interested applicants should submit a compelling cover letter and résumé to Orah Reed, Director of Human Resources at oreed@brunswickpha.org by 5:00 pm EDT on Tuesday, March 31, 2026.