

Mesa Grande Indian Housing Authority

Tenant Relations & Administrative Assistant

Full-Time | MGIHA Office & Black Canyon Housing Development, Mesa Grande Reservation

Compensation: \$20.00–\$23.00/hour, depending on experience

Hours: 40 hours per week, Monday–Friday, on-site

Location: MGIHA Housing Office & Black Canyon Housing Development, Santa Ysabel, CA

Reports To: Danielle LaChusa, Housing Director

Application Deadline: Open until filled (immediate hire preferred)

About the Organization

The Mesa Grande Indian Housing Authority (MGIHA) serves the Mesa Grande Band of Mission Indians (MGBOMI), a federally recognized tribe located approximately 50 miles northeast of San Diego. MGIHA manages 22 low-income rental units at Black Canyon and is committed to building and operating safe, stable, culturally grounded housing for tribal members.

About the Role

MGIHA is hiring its first dedicated tenant support position! Our 75+ residents currently work with the Housing Director to access services and to address concerns or questions. As MGIHA has grown, so have the duties of our Director. We are excited to expand our team to allow our Housing Director more time to focus on administration and oversight of the Housing Authority. The Tenant Relations & Administrative Assistant will be the primary link between MGIHA and the people who live in our housing. You will also manage a variety of administrative tasks to keep the office running day to day. We are looking for a natural communicator who genuinely cares about people, can stay organized under pressure, and wants to become a trusted, long-term part of this community.

Key Responsibilities

Tenant Relations & Community Support

- Serve as the primary contact for tenant concerns, questions, maintenance requests, and dispute resolution
- Connect residents to social services including healthcare, employment, education, and financial assistance; maintain and grow partner relationships
- Conduct outreach related to Black Canyon renovation projects, keeping residents informed and disruption minimal
- Gather and document community feedback to inform renovation planning and the North Field housing development

Office Administration

- Answer phones, greet visitors, manage office correspondence and the MGIHA email inbox

- Schedule meetings, coordinate events, process rental payments, and maintain accurate records
- Perform data entry, file management, work order tracking, and office supply inventory
- Assist the Housing Director with grant reporting, research, and other administrative tasks as needed

Qualifications

Required

- High school diploma or equivalent
- 1–2 years of office or administrative experience
- Strong interpersonal skills; able to build trust with people from a range of backgrounds
- Clear written and verbal communication; comfortable with Microsoft Office
- Organized, reliable, and able to juggle competing priorities
- Valid California driver's license with an insurable driving record and reliable transportation
- Respect for MGBOMI culture, tribal sovereignty, and community privacy
- Must pass a background check and drug screening prior to employment

Preferred

- MGBOMI Tribal membership or community connection, or connection with another Indigenous nation
- Experience in social services, case management, or community outreach
- Familiarity with HUD regulations, property management, or low-income housing
- Experience in a tribal government or Native community organization

How to Apply

Email a completed application packet to danielle_mgiha@hotmail.com that includes:

- Resume including work history from the past five years, relevant education, and three professional references with contact information, no more than 2 pages long.
- Completed job application
- Completed release of information form for Mesa Grande Indian Housing Authority
- Completed release of information to conduct a background check
- Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal I.D. card (if applicable)

MGIHA is an equal opportunity employer. We are committed to tribal preference in hiring. MGBOMI tribal members and Indigenous applicants are strongly encouraged to apply. MGIHA is an equal opportunity employer subject to Indian Preference provisions under PL-93-638