



**JOB ANNOUNCEMENT
RECEPTIONIST / OFFICE ASSISTANT
FULL TIME
WWW.DELTAHOUSINGDEVELOPMENT.ORG**

THE ORGANIZATION

Delta Housing Development Corporation is a nonprofit housing organization founded in 1971 who is dedicated to providing affordable, safe, and decent housing for low- and moderate-income families throughout the Mississippi Delta region. Our mission is to improve the quality of life for residents by creating stable housing communities and supporting neighborhood revitalization.

We manage and maintain multiple rental properties, including family and senior housing, across our service area. Our work includes property management, rent collection, lease administration, occupancy compliance, and daily maintenance operations to ensure all units meet safety, health, and USDA Rural Development standards. In addition, we also serve as low and moderate income Housing Developers through various programs such as Self-Help Housing.

RECEPTIONIST POSITION

We are seeking an individual to provide general office support with a variety of clerical activities and related tasks. The receptionist maintains a daily presence in the office and is responsible for the following duties:

- Be the first point of contact for clients both in person and by phone as well as the general public; answering basic questions and connecting calls to appropriate staff.
- Coordinate outgoing and incoming mail.
- Manage office supplies and maintain inventory.
- Monitor and document staff credit card and cash purchases and maintain petty cash.
- Maintain tidiness of all common areas, including reception, copy rooms, kitchen, meeting spaces, supply and file rooms.
- Responsible for office/equipment maintenance. Schedule appointments with vendors and/or create service tickets as needed.
- Manage conference room reservation schedules.
- Assist with meeting logistics, preparation, and clean-up.



- Support the Executive Director with technology and communications needs for the Indianola Corporate office as needed.
- Assist with other related clerical duties such as photocopying, faxing, filing, as needed.

This is a full-time position of 40 hours per week. Salary is \$13/hour.

Position is based in our Indianola, Mississippi corporate office.

QUALIFICATIONS

We are seeking applicants who have a commitment to affordable housing, and who are hard-working team players who enjoy working in a collaborative, fast-paced and high volume nonprofit setting. Prior work experience in a nonprofit or legal services setting is a plus. The applicant must have:

- Strong working knowledge of Microsoft Office applications including Excel and Word
- Excellent interpersonal, verbal and written communication skills;
- Excellent customer service skills
- Outstanding organizational skills with a strong attention-to-detail;
- Self-starter with a proven ability to take initiative and be a problem solver;
- Team-oriented with strong integrity and professionalism.
- Some travel is required for this position - Must have reliable transportation.
- Fluency or advanced proficiency in English and Spanish is required.

APPLICATION PROCESS

This is an immediate hire. We are looking to have this position filled by June 30, 2026. To apply please send a cover letter, a resume, and 3 references to abrown@brownandassociatesinc.net

Applications will be considered on a rolling basis. Only applicants selected for an interview will be contacted. Delta Housing Development Corporation values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, individuals with disabilities, and members of under-represented communities. Delta Housing Development Corporation is an Equal Opportunity Employer