



North Peace Housing Foundation

6780-103 Avenue, Peace River, Alberta T8S 0B6

Phone: (780) 624-2055 Fax: (780) 624-2065

To: All Staff

From: Tammy Menssa – Executive Director

Re: Administrative Assistant – Harvest Lodge

Date: December 14, 2023

I am pleased to formally announce that Angela Hounsell has accepted the Administrative Assistant opportunity at the Fairview Harvest Lodge, effective February 1, 2024.

Reporting to the Housing Accommodations Manager, Angela will be responsible for providing general administrative and customer service support to the lodge facility. In this position, Angela will play a major part in the overall functionality and administration of the lodge, performing a wide array of administrative tasks and acting as the first point of contact for anyone accessing the facility.

Angela brings a wealth of experience and an extensive understanding of the North Peace Housing Foundation (NPHF), having dedicated over fourteen (14) years of service in the Recreation and Volunteer Attendant role. Her journey with the company has been marked by many contributions and achievements, showcasing her exceptional organizational, administrative and people management skills.

As Angela embarks on this new chapter with the organization, we have no doubt that she will bring the same level of enthusiasm, dedication, and professionalism to the Administrative Assistant position. We are excited to welcome Angela into this new role and are eager to see the positive contributions she will make.

Please join me in extending a warm congratulations to Angela. We look forward to working with her in her new position.

Sincerely,

Tammy Menssa
Executive Director
North Peace Housing Foundation