



## **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 – Peace River Senior Portfolio

Date: January 10, 2023

---

It brings me great pleasure to announce that North Peace Housing Foundation has hired a new Administrative Assistant for the Peace River Senior Portfolio, effective January 16, 2023.

Willette Briscoe brings to the Foundation 35+ years' experience collectively, managing office administration and operational needs of the organizations she has worked for. With her extensive background in reception, customer service support, and general administrative duties, Willette will be a valuable addition to the North Peace Housing team, supporting the Peace River Senior portfolio.

As Administrative Assistant, Willette will be responsible for providing administrative and customer service support to the Manager, contractors, residents, and visitors to the lodge. An integral member of the administration team, Willette will perform a wide range of duties, ensuring the efficient day-to-day operation of the Lodge and supporting the work of the Manager in overseeing her housing portfolio.

Thank you for joining me in welcoming Willette to the North Peace Housing team and wishing her all the best and much success in her new role!

Sincerely,

Tammy Menssa  
Executive Director