



## ***Administrative Assistant*** **JOB DESCRIPTION**

### **Organization Description**

The vision that sparked the creation of the nonprofit Greenville Housing Fund (GHF) in 2018 is of a future in which every neighborhood in Greenville County is thriving, sustainable, and affordable for all. GHF's mission is to increase quality affordable rental and homeownership opportunities across Greenville County. We engage and encourage the broader community to advocate for affordable places to live; we make investments in affordable housing through funding programs and financing; and we acquire land for future development. More information about GHF can be found at [www.greenvillehousingfund.com](http://www.greenvillehousingfund.com).

### **Position Overview**

The Administrative Assistant will provide administrative support to ensure efficient operation of the office. This position supports the work of GHF managers and employees through a variety of tasks related to organization, record-keeping, and communication, as well as public-facing representation of the organization. The Administrative Assistant will report to the CEO. This is an excellent opportunity for a confident, self-directed individual who thrives in an intense, do-it-yourself, start-up environment and possesses the ability to work well in a cross-functional team environment and among diverse communities.

### **Primary responsibilities will include:**

- Provide sophisticated calendar management for staff team, board and projects. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the staff team's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.

- Maintain open communications with the CommunityWorks team, including meeting regularly with their operations and finance staff and providing information and documents as needed.
- Coordinate all GHF team meetings and retreats and assist with staff meetings and events as needed.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the staff team.
- Work with the staff team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist in the selection of vendors, and purchase equipment, services, and supplies necessary for operation of organization.
- Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
- Provide event management support as requested.
- Provide hospitality to all guests and help to create a welcoming environment.
- Answer main phone line and respond to inquiries.
- Process and distribute daily mail.
- Invest in building long-lasting relationships both externally and internally.
- Other projects/duties as assigned for the overall benefit of the organization.

**Successful candidates will possess the following qualifications:**

- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives. Experience supporting a nonprofit Board of Directors is highly-preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Technical proficiency and problem-solving skills, related in particular to IT infrastructure, IT support and troubleshooting, and cloud-based environments (web-based applications).
- Skill in making appropriate, informed decisions regarding priorities and time management.
- Ability to complete a high volume of tasks and projects with minimal guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to "manage up," with strong motivation to help create an enthusiastic, productive intra-office dynamic.
- Flexibility and the capacity to switch gears at a moment's notice.

**Education and Experience**

- At least seven years of administrative or office support experience strongly preferred.
- Experience working in housing or real estate development, finance, or related fields, or with nonprofit organizations, is a plus.
- High school diploma or equivalent required; college degree preferred.

**Salary and Application Information**

Salary range \$30,000 to \$50,000, depending on qualifications and experience. Excellent benefits include health, dental and 401(k) retirement plan. Start date as soon as possible.

Interested candidates should send a resume, references, salary history, and thoughtful cover letter describing your specific qualifications and interest in the position, with **ADMINISTRATIVE ASSISTANT** in the subject line, to [Careers@greenvillehousingfund.com](mailto:Careers@greenvillehousingfund.com).

Applications will be reviewed as they are received. Submissions without cover letters will not be considered. Applicants who best match the position needs will be contacted. Please, no telephone inquiries. For information about the Greenville Housing Fund, please visit [www.greenvillehousingfund.com](http://www.greenvillehousingfund.com).

*The Greenville Housing Fund is an Equal Opportunity Employer, committed to maintaining a diverse workplace.*