

## **JOB ANNOUNCEMENT EXECUTIVE ASSISTANT - FULL-TIME**

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy membership organization based in San Francisco and working throughout the nine-county Bay Area and statewide, seeks an Executive Assistant. The ideal candidate will be experienced, organized, detail-oriented, and committed to playing an administrative support role to support NPH's Executive Director on a wide variety of administrative duties and projects to advance affordable housing solutions, and the role it plays in achieving racial and economic justice.

NPH is a non-profit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders, and businesses working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families and neighborhoods. Our vision is a future where everyone has a place to call home and where low-income communities, and communities of color, stay and prosper in the Bay Area. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement.

### **NPH is an Equal Opportunity Employer**

NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

### **Job Summary**

The Executive Assistant will be responsible for providing the Executive Director with administrative support, including managing her schedule; categorizing, sorting, and filing emails and meeting notes; processing paperwork and documents; preparing for meetings, including support and follow up for the Boards of Directors for NPH and NPH Action Fund; and other tasks and projects that will support the Executive Director to work efficiently on leading and advancing NPH's strategic priorities, campaigns, and programmatic goals, and guiding systems and operational structures.

The Executive Assistant will be someone with excellent attention to detail, and who is passionate about creating and maintaining organized systems. The successful candidate will have excellent written and oral communication skills, be committed to quality work, thrive in a fast-paced team environment, take initiative, and have a proactive and collaborative approach to working with colleagues. The Executive Assistant is a full-time employee supervised by the Executive Director.

### **Duties and Responsibilities**

#### ***Executive Director Administrative Support (70%)***

- Manage the calendar of the ED on a daily basis by coordinating schedules, booking meetings, and providing meeting support.
- Organize and prioritize ED's emails and phone calls; and categorize, sort and manage digital and paper files.
- Support the ED's executive responsibilities, including assisting with communications, contracts, and special projects.
- Provide administrative support to the ED in areas such as IT support, requesting office supplies, entering contacts, and processing paperwork and documents.
- Assist with preparation for meetings, events, conferences, board meetings (NPH and other boards the ED serves on), and presentations, including preparation of digital and paper materials and logistical support.
- Assist with tracking member and donor prospects and other fund development priorities.
- Collaborate with other staff to ensure timely responsiveness of the ED to organizational and programmatic needs, requests and projects.
- Assisting in the strategic planning process coordination.
- Support ED with professional social media presence (mainly Twitter).
- Book travel and manage itineraries and other related arrangements for the ED.
- Provide backup support for other team members including the Administrative Associate.
- Other administrative duties as assigned including, but not limited to, typing and distributing meeting notes, processing reimbursement and invoice requests, filing, and making copies.
- Other projects as assigned/as needed.

***Coordination of NPH Action Fund Administrative Support (20%)***

- Provide administrative support by helping to collect the ED's and NPH staff's lobbying hours and other needed paperwork for reporting and compliance purposes.
- Support ED in tracking fundraising efforts and progress for NPH Action Fund, as well as the budget and financials.
- Prepare solicitation and acknowledgement letters and emails for the NPH Action Fund fundraising activities.
- Prepare and provide follow up for NPH Action Fund Board meetings.
- Other projects as assigned.

***Support NPH Programs & Team / Other Duties as Assigned (10%)***

- Support NPH membership recruitment efforts, fundraising, trainings, events, and capacity building programs as appropriate. Participate in racial equity and inclusion action planning with the team and members.

**Necessary Skills and Qualifications**

- Minimum of two years of experience in an executive level administrative position with progressive responsibility, or a minimum of four years of experience in an administrative position, OR equivalent related work experience.
- Excellent organization and time management skills, with the ability to prioritize a demanding workload while maintaining attention to detail and follow-through.
- Ability to multitask, prioritize, and work effectively and collaboratively in a fast-paced environment.

- Ability to communicate professionally, cordially, clearly and regularly with supervisor, staff, and member and partner organizations.
- Ability to anticipate upcoming needs and potential problems, approach them with a positive problem-solving mindset, and communicate them to the supervisor.
- Ability to work independently and as a part of a team.
- Excellent computer skills with proficiency in MS Office applications including Word, Excel, and PowerPoint or their Google Suite equivalents.
- Excellent interpersonal, phone, and written communication skills , including the ability to communicate effectively with a wide range of audiences and professional email etiquette.
- Proven ability to maintain discretion and confidentiality, and have excellent judgement.
- Strong attention to detail in administrative support, project management, and data entry.
- Commitment to a mission-based non-profit organization, and advancing racial and economic justice.
- Experience working in a nonprofit organization is a plus.

### **Compensation & Benefits**

Salary range is \$30.00/hour to \$36.00/hour (\$62,400 to \$74,880). This position is a non-exempt, full-time, permanent position. NPH offers an excellent benefit package including medical and dental insurance, paid vacation, holidays and sick time, parental leave, a retirement savings plan and commuter subsidy benefit.

### **Application Process**

Applicants should email a resume and cover letter to ***info@nonprofithousing.org*** with the subject header: ***Executive Assistant Position***.

**Application deadline is February 16, 2021.** This position is open until filled.