



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai'i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
13 paid holidays

We take care of our employees.

Competitive Salaries
403b Retirement Plan with a match to every dollar you save for retirement, up to 5% of your pay
Employee Wellness Program
Comprehensive Medical Insurance Plans
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH Academy, an in-house training program

Position is for a full-time temporary HR Administrative Assistant II to work at EAH Corporate in San Rafael, CA. Position is for 6 months. This is a hybrid remote position. High school diploma or GED required; undergraduate degree preferred. 3-5 years of specialized administrative support experience of an increasingly responsible nature. 3-5 years of supporting middle to senior management employees or an entire department. Experience supporting an HR department preferred. Salary range: \$27.50 - \$44.00 per hour; **hiring range for new employees is generally \$27.50 - \$35.75 per hour, DOE.** Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawaii, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

For immediate consideration, please apply to requisition HRADM004000 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

Under general supervision, provides routine and non-routine analytical and specialized administrative support to assist the Department Head and/or Department with complex details and advanced administrative duties. Investigates assigned problems, determining method of research and analysis techniques and prepares reports/recommendations for action by Department Head. This position is characterized by an additional level of independent judgement. Understands and supports EAH's mission and core values.

RESPONSIBILITIES

- Regularly meets in person or by phone with supervisor to coordinate projects, critical issues, and ongoing tasks. Sets up and maintains tickler follow-up system in MS Outlook.
- Responsible for general administrative issues for supervisor.
- Schedules appointments, meetings, and conference calls, including calendaring, room reservation and preparation, refreshments, and cleanup necessary for meetings for supervisor and/or department.
- Types/transcribes correspondence, minutes, memos, legal and other documents, from handwritten or typed materials, notes, or verbal instructions. Communicates and shares calendaring utilizing advanced methods and organizational skills. Copies, files and/or distributes appropriate documents and other materials. Prepares reports, spreadsheets, charts/graphs, and presentations as requested. Takes responsibility when directed for overall coordination of materials in preparation for such reports or presentations. In some instances, responsible for database management.

- Sorts and distributes supervisor's mail to appropriate folders or staff, flags critical items for immediate review. Handles own In-Basket in timely manner.
- Maintains electronic and paper files, as necessary. Assists with preparation and review of monthly credit card reconciliation/statements, department/third-party invoices, and expense reports. Takes responsibility for maintenance and protection of important legal documents.
- As required, attends internal meetings, transcribes, and distributes minutes to participants, as needed. Responsible for following up on team action items.
- Plans, budgets, locates, and books facilities, food, entertainment, and equipment for department special events.
- Coordinates employee events initiated by department head, as requested/needed.
- Maintains supervisors office supplies and orders through appropriate staff members, as necessary.
- Assists with employee correspondence, as needed.
- Maintains company organizational charts and distributes as appropriate.
- Perform any other duties as required to meet company goals. Supports all departments with projects, as necessary.

Other

- Actively participates in EAH's Injury and Illness Prevention Plan.
- Regular and predictable attendance.
- Other duties as assigned.

QUALIFICATIONS

High school diploma or GED required; undergraduate degree preferred. 3-5 years of specialized administrative support experience of an increasingly responsible nature. 3-5 years of supporting middle to senior management employees or an entire department.

DESIRABLE ADDITIONAL QUALIFICATIONS

Experience supporting an HR department.

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles

may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

DRUG TESTING

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

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