

JOB DESCRIPTION

OFFICE ADMINISTRATOR

Status: Full-time/Hourly

Supervisor: Chief Executive Officer

ORGANIZATIONAL BACKGROUND:

Housing Trust Fund Ventura County is a growing nonprofit with a mission to support more housing choices by generating and leveraging financial resources, and working in partnership with the public, private, and non-profit sectors throughout Ventura County. To accomplish its mission, HTFVC has created a *Revolving Loan Fund* to generate loans to developers producing affordable housing in Ventura County.

The Position:

Under the supervision of the Chief Executive Officer (CEO) the Office Administrator (OA) performs administrative support functions for the CEO, Board of Directors, and Board Committee Members.

Duties and Responsibilities:

The Administrative Assistant (AA) performs a variety of administrative and secretarial duties requiring strong organizational and multi-tasking skills, high level of computer expertise/proficiency in a variety of software applications (such as Word, Excel, Power Point, QuickBooks, Mail Merge, and Website updates), the ability to perform research, make critical analysis, coordinate logistics for Board of Directors meetings & special events, and assist with other special projects.

Specific job goals, objectives and tasks will be established as part of an annual evaluation and work plan process. Major responsibilities and duties include, but are not limited to the following:

- Perform administrative and secretarial duties for the Chief Executive Officer.
- Input monthly bills, payments, loan payments, donations, into QuickBooks.
- Work with outside contract bookkeeper on monthly financial statements and outside contract CPA on annual audit.
- Manage updates on loan files and prepare loan documents.
- Provide administrative support for the Board of Directors.
- Coordinate and facilitate meeting preparation and set up for all Board of Directors, Executive Committee, and Board Committee meetings, including reservations and food orders as needed
- Compile, prepare, and post Board agenda packets for monthly Board and Board Committee meetings.
- Ensure that notifications, agenda and packets for those meetings are prepared in coordination with the CEO, Board Chair or Committee Chair and are e-mailed out on time to allow for review by the Board of Directors prior to the monthly meetings.
- Take Board meeting minutes at monthly Board, Executive Committee, and Board Committee meetings. Finalize Board meeting minutes at the direction of the Board Secretary and submit to CEO for final release in a timely manner.
- Manage Board Resolution files, issue resolution numbers and maintain resolution inventory.
- Plan and coordinate logistics for Board of Directors annual retreats.

- Work with Marketing Consultants to update and maintain website, post Board meeting agendas, news articles and informational partnership documents partnership.
- Prepare presentations on Microsoft Power Point for CEO and the Board.
- Assist with planning and coordination of special fundraiser events.
- Assist with planning and coordination of the Annual Public Meeting and other special events.
- Assist with drafting grant applications and tracking grant annual reports.
- Work with IT consultant to ensure all HTFVC Corporate documents, loan documents and other historical records are backed up and secured in designated software program.
- Manage oversight of company photo library, office equipment inventory, tracking of equipment and software warranties, and phone and database systems.
- Manage special projects assigned by CEO and Board Chair and perform other duties as requested by the CEO.

Qualifications:

- Minimum of 5 years in administrative level work experience.
- Highly skilled in QuickBooks, and Microsoft Word, Excel, and PowerPoint programs, and some graphic design software programs.
- Administrative Assistant Certificate from a business school OR community college, OR an Associates' Degree from a community college is encouraged.

Knowledge & Abilities:

- Excellent organizational skills (time management, multi tasking, attention to detail) and use of organizational and planning tools such as timelines, filing systems, digitizing and project/task tracking;
- Ability to multi-task and keep multiple activities progressing;
- High attention to detail;
- Basic understanding of website maintenance;
- Ability to perform critical thinking, analyze and problem-solve;
- Possess high level of initiative, self-starter;
- Ability to work independently;
- Ability to take direction and follow instructions;
- Commitment to providing good customer service to the staff, Board of Directors, contracted service providers, partners, volunteers, lenders, developers, and the public;
- Initiative in taking on new tasks and following through to completion;
- Comfortable with communicating via telephone, email, social media;
- Excellent communication skills (oral and written);
- Ability to develop and maintain effective working relationships; excellent interpersonal skills;
- Ability to execute special projects involving research, analysis and preparation of results summary.

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