EXECUTIVE ASSISTANT
OFFICE OF THE CHIEF EXECUTIVE OFFICER

The **Housing Assistance Council** (HAC) is a national nonprofit dedicated to helping rural organizations build affordable homes and vibrant communities. We provide technical assistance, training, affordable loans, research, and information to improve conditions for the rural poor, with an emphasis on working with the poorest of the poor in the most rural places.

**Position Summary**
The Executive Assistant supports the work of HAC’s Chief Executive Officer (CEO) and Board of Directors. The position is a blend of administrative work and project assignments for an early-career professional. The candidate will manage the CEO’s calendar, organize meetings, plan events, and make travel arrangements while working on special initiatives and assignments as the candidate grows into a career in policy, program administration or nonprofit management.

**Primary Responsibilities**

*Support the CEO*
- Manage the CEO’s schedule, including the full coordination of internal and external meetings, preparation of materials, reserving locations, and establishing video and voice connections. Proactively ensure that meetings and appointments involving the CEO are well-organized and remain on schedule.
- Draft correspondence, internal administrative material, briefing material, and various other communications from the CEO to internal and external stakeholders.
- Cultivate relationships and maintain contact with external stakeholders and their administrative assistants on behalf of the CEO.
- Represent the CEO: welcome visitors; meet with individuals, special interest groups, and others; track and manage internal and external correspondence and appropriately flag for action; and address questions and meeting requests.
- Work on projects and policy initiatives with a high degree of professionalism, sensitivity to important relationships, and attentiveness to issues requiring the CEO’s direct attention.

*Administrative*
- Manage the general operations of HAC’s Board of Directors, which includes planning and attending quarterly meetings, drafting agenda, supporting staff and board member presentations and recording proceedings.
- Coordinate travel arrangements, including ground and air transportation and lodging, for HAC leadership, conference speakers, and the Board of Directors.
- Be an affable and responsive point of contact for board members and staff.
- Maintain corporate documents and contact information for internal and external stakeholders.
- Make all arrangements and provide on-site coordination for conferences and special events.
Program Support

- Perform special assignments and initiatives that extend HAC’s positive impact on federal housing policy and rural community development by collaborating with others, problem-solving, monitoring and reporting progress, and adjusting plans as needed.
- Conduct research, compile data, and prepare material for consideration and presentation by HAC CEO, senior leadership, and the Board of Directors.
- Prepare reports, memos, letters, invoices, financial statements, and other documents using word processing, spreadsheet, database, or presentation software.

Education, Knowledge, Skills, and Abilities

- Bachelor’s degree strongly preferred;
- Work experience in a professional office setting, ideally supporting C-level executives, elected officials, and/or members of a board of directors;
- Able to master Microsoft Outlook, Word, PowerPoint, and Excel, as well as social media, customer relationship management, and project management software;
- Interest in advancing to a career in public policy, community development, housing finance, or other area of HAC’s business;
- Highly organized, attends to details, and able to manage multiple assignments at once;
- Demonstrated ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems;
- Versatile writing skills, including the ability to compose superior formal business correspondence and other professional documents;
- Excellent verbal, interpersonal, and customer service skills;
- Knowledge and execution of high-level and strict confidentiality protocols, as well as use of professional judgment and discretion; and last but not least;
- A positive, outgoing, fun coworker with a sense of humor and a can-do spirit.

Compensation and Benefits

HAC offers competitive wages, growth opportunities and excellent benefits, including high-quality health insurance with dental and vision coverage; life insurance; a retirement plan with employer match; and other work/life benefits. **Salary range is $35,000 to $50,000.**

Work Environment and Physical Requirements

HAC has a warm and welcoming work environment with a close-knit staff. We are passionate about the fight for a more equitable and just nation. We succeed through innovation, hard work, and compassion. Our office is professional, diverse, and fun. Our staff is our greatest asset, working with skill and experience to help small towns and rural regions develop into vibrant and prosperous communities.

The Executive Assistant is in a visible position with a front row view into policy making and program administration at a prominent national organization, with colleagues who are smart, mission-driven, and collaborative. This includes connecting with local leaders and rural groups from across the country through HAC’s training, technical assistance, and lending programs.
Our organization was born of the civil rights movement to promote a diverse and inclusive voice for rural communities. For 50 years, our staff and Board have come predominantly from communities of color, working class and high-poverty regions, and groups with less access to opportunity such as women and LGBTQ people. These communities are centered in the work we do, hence we strongly encourage applications from people with these identities or who are members of other marginalized communities. HAC is committed to Equal Employment Opportunity without regard for race, ethnicity, gender, protected veteran status, disability, sexual orientation, gender identity or any other protected status under applicable law.

Candidates with Spanish and other language skills are strongly encouraged to apply. HAC works in border colonias, farmworker communities, tribal lands, and other settings in which language diversity helps us succeed. Employees are expected to be able to read, write, and speak English, as it is the language used most often with customers and stakeholders.

The physical requirements for the Executive Assistant are customary to an office setting, seated or standing at a desk with standard office equipment and technology. Reasonable accommodations will gladly be made to enable individuals with disabilities to perform essential job functions. The employee must be able to lift up to 15 pounds at times.

**To Apply**
Please email a resume and brief cover letter to jobs@ruralhome.org with “Executive Assistant” in the subject line. Applications considered as received, with interviews starting immediately.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Executive Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Chief Executive Officer (CEO)</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Executive Office</td>
</tr>
<tr>
<td>Location</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Supervisory Responsibility</td>
<td>None</td>
</tr>
<tr>
<td>Telecommuter Status</td>
<td>Position not eligible for telecommuting</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$35,000-$50,000 per year</td>
</tr>
<tr>
<td>Contact</td>
<td><a href="mailto:jobs@ruralhome.org">jobs@ruralhome.org</a></td>
</tr>
<tr>
<td>Posted</td>
<td>February, 2020</td>
</tr>
</tbody>
</table>

*Housing Assistance Council is an equal opportunity employer and lender.*