



Housing Alliance of Pennsylvania

Executive Office Assistant – Job Opening

ABOUT THE HOUSING ALLIANCE:

The Housing Alliance of Pennsylvania is a statewide coalition working to provide leadership and a common voice for policies, practices, and resources to ensure that all Pennsylvanians, especially those with low incomes, have access to safe, decent, and affordable homes. We promote practical solutions to balance Pennsylvania's housing market. We engage people with lived experiences and the organizations that serve them to elevate the dialogue for solutions to Pennsylvania's affordable housing crisis.

POSITION LOCATION

The position is based in the Housing Alliance's Center City Philadelphia office at least three days per week. To be eligible for remote work, all Housing Alliance team members must abide by the remote work policy. The Assistant can perform duties on the other two days either in the office or remotely. After one year of employment and entirely at the discretion of the employer, the Assistant may have the option of additional remote work.

POSITION RESPONSIBILITIES

The Executive Office Assistant joins a passionate and dedicated team as a key leader in ensuring administrative and operational excellence. The organization accomplishes a lot with a small team and the individual in this position is critical to the organization's success.

Responsibilities:

- Provide high level support to the Executive Director – arranging meetings, coordinating travel, and supporting meeting preparation both administratively and substantively
- Assist with human resources and onboarding tasks
- Office Duties – Answer phones, open mail, order office supplies, maintain office systems, maintain paper and electronic files
- Serve as the liaison with the external technology support team ensuring set up of equipment and triaging questions and needs from staff
- Increase effectiveness and quality of database ensuring quality upkeep and maintenance of the system
- Provide assistance to staff in organizing and hosting the annual Homes Within Reach conference and other events
- Provide administrative and logistics support to the finance team including processing payments, making deposits, and ensuring accurate records

- Membership Management - functions include monthly membership invoicing, writing and sending thank you letters, and collaborating on yearly membership recruitment and retention plan
- Communications – assist in the creation and distribution of email communications and event registration to contacts and members, provide logistical support to conduct webinars, assist in posting on social media
- Other duties as assigned – Staff for a small and dedicated nonprofit organization often have to pitch in on other responsibilities when needed.

Position Requirements:

- Be proactive in follow-up and follow through on tasks
- Experience with administrative duties
- Proficient in Microsoft, Outlook and Word
- Detail oriented
- Flexibility in tackling wide range of tasks
- Competency in time management
- Excellent written and verbal communication skills.

Reports to: Executive Director

Salary: \$56,000

Benefits: Comprehensive Medical / Vision and Dental Plans; Employer Paid Life Insurance; Employer Paid Short-Term and Long-Term Disability; 401K plan with 5% employer match after 1 year of employment

How to Apply: Send cover letter and resume to careers@housingalliancepa.org

The Housing Alliance of Pennsylvania does not discriminate on the basis of race, color, sex, religion, national origin, disability, age, genetic information veteran status, sexual orientation, gender identity or expression, or marital status. Minorities, people with lived experience, disabilities, fluency in languages other than English, and veterans, are strongly encouraged to apply.