



Office Administrator/Executive Assistant to CEO/COO

JOB DESCRIPTION:

This position serves as the Office Administrator for Stewards of Affordable Housing for the Future (SAHF) and Executive Assistant to the CEO and COO. The position provides basic administrative support for other SAHF employees and helps to ensure the entire SAHF team is as effective and efficient as possible. It is the lead administrative support for SAHF's Board, including member meetings and calls. It also provides first-level accounting support – processing invoices, depositing checks, coding, etc. This position involves administrative support and general office duties of a responsible and often confidential nature. The incumbent helps communicate and track information within the organization and to board members, funders, and other key partners. Candidates must have the ability to manage and prioritize multiple assignments, support multiple people, work independently, show good judgment and seek out support or guidance where appropriate.

Responsibilities include:

- Provide calendar, travel, expense report and administrative support to CEO and COO;
- Support COO on a range of operational issues, including onboard new staff and file management;
- Assist other senior staff with scheduling, travel, and other administrative support as appropriate;
- Manage and provide all calendaring, logistical and materials support for three board meetings per year as well as numerous peer group calls and convenings; responsible for board and peer group surveys and providing written board reports on peer group activity.
- Provide lead support on SAHF Retreat, which includes board members and outside guests.
- Support internal meetings and outside visitors, as appropriate – coordination, logistics, meal planning, material preparation and welcoming visitors;
- Provide support to CEO and other staff on funder and partner management including supporting tracking, communications, calendaring and invoicing;
- Manage office operations budget; process bills and invoices, prepare check requests, reconcile expenses and coordinate with remote accounting team; provide audit support as necessary;
- Maintain financial, administrative, and corporate files and handle sensitive corporate and employee information; track and manage governance documents;
- Liaison to and management of outside IT vendor; coordinate with other vendors;
- Primary liaison with landlord and building management;
- Order office supplies and materials; and
- Manage incoming mail; send out correspondence and packages; and execute other administrative tasks as needed.

Required skills and experience:

- Five years' experience as an assistant to senior executive(s);
- Bachelor's degree preferred;
- Strong customer service orientation;
- Superb organization and time management skills;



- Meeting planning experience;
- Demonstrated experiencing in scheduling a senior executive, including scheduling a high-level Board or similar group;
- Strong skills with Microsoft Office, Outlook, SharePoint, and Adobe;
- Excellent phone/email communications and interpersonal skills;
- Proficient in proofreading and knowledgeable on business correspondence;
- Excellent project management skills and attention to detail;
- Knowledge, experience and comfort with basic bookkeeping skills and Excel;
- Flexibility and willingness to take on new tasks and responsibilities;
- Demonstrates initiative;
- Committed to SAHF's mission.

Please submit a cover letter and resume to OfficeAdminPosition@sahfnet.org.