



Housing on Merit (HOM) was founded in 2011 and is a §501(c)(3) non-profit corporation. Our mission is to create a bridge to permanent affordable housing for vulnerable populations. We do this by forming long-term partnerships with developers who share our commitment to preserve and develop affordable housing. We build communities where residents can access support services and growth opportunities to maintain safe, stable housing, and make positive life changes.

HOM's Executive Assistant is responsible for performing a variety of highly-skilled, administrative and project management-related functions. The Executive Assistant is an innovative thinker and problem-solver, and quintessential team player, who is highly organized and dedicated to producing quality work. The Executive Assistant possesses excellent oral and written communication skills, is meticulous with details and enjoys adapting to a rapidly changing environment. The Executive Assistant reports to the Executive Director.

Title: Executive Assistant

Full-Time Salaried: Based on Previous Experience

Immediate Supervisor: Executive Director

Location: San Diego

Educational Requirements: Bachelor's Degree or Master's Degree (preferred) in Non-Profit Management, Project Management or English

Essential Duties and Responsibilities:

1. General

- a. Assist the Executive Director with organizational, financial and personal administration.
- b. Be friendly and personable while managing heavy communications and calendar scheduling to coordinate various complex meetings.
- c. Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- d. Lead short-term projects and initiatives as requested by the Executive Director.
- e. Respect the need for confidentiality and sensitivity of information.
- f. Have a proven ability to exercise good judgment in recognizing the scope of authority.

2. Communications and Scheduling

- a. Communicate and handle incoming and outgoing electronic communications on behalf of the Executive Director.
- b. Greet visitors graciously and in a professional manner, create a good personal image through a neat, clean, businesslike professional appearance and a positive, cheerful attitude.
- c. Answer phones in a pleasant, helpful and professional manner, direct all incoming calls to

appropriate party promptly and efficiently, accurately recording messages and reliably passing messages to recipient in a timely manner.

- d. Work with the Executive Director to manage her calendar (schedule calls, meetings, conferences, travel, etc.).

3. Website and Social Media

- a. Maintain HOM's social media presence (using HOM social media accounts).
- b. Maintain HOM's online calendar(s).
- c. Draft website and social media postings.
- d. Collect and maintain information, documentation and photos for website and social media postings.
- e. Research to ensure information and data listed on website remains current.

4. Project Management Assistance

- a. Assist with the research, development and distribution of project-related information and documents.
- b. Effectively communicate with project participants to ensure accuracy and compliance.
- c. Review project materials and data for accuracy and compliance.
- d. Assist with the planning and coordination of resident services-related documents, events and activities.
- e. Help to expedite special projects and activities; conduct research, develop reports and presentations, mailings, graphic design projects, etc.
- f. Maintains accurate and detailed calendars, notes and records.
- g. Produces reports, correspondence, minutes, policies, memos, forms, and other documents from notes, rough drafts, or verbal instructions/

5. Additional duties of the position may include, but are not limited to:

- a. Attends and participates in meetings and takes notes accordingly.
- b. Assists with the planning and coordination of meetings and other business-related events.
- c. Maintains an in-depth understanding of Housing on Merit's various programs and initiatives.
- d. Performs similar job-related duties as assigned.

Qualifications:

- BA required
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Demonstrated ability to supervise and direct work of staff or independent contractors
- Advanced analytical, math, and computer skills
- Advanced verbal and written communication skills and customer service orientation
- Strong working knowledge of the concepts and practices within the fields of commercial real estate and/or affordable housing development, and mid- to large-scale project management
- Ability to use experience and judgment to plan and accomplish goals
- Ability to maintain confidentiality of information
- Ability to work effectively with others
- Must have reliable transportation, California driver's license, and proof of insurance if applicable

- Must be willing and able to travel to any HOM location
- Ability to understand the problems and issues facing families from a variety of ethnic and economic communities

Physical and Mental Requirements:

- Position requires a high degree of judgment and problem solving
- Ability to apply common sense, solve practical problems, and deal with a variety of concrete variables in standardized situations
- Ability to speak effectively to respond to common inquiries or complaints
- Position requires sitting, standing, walking, and occasionally lifting up to 20 pounds
- Ability to physically operate a computer by reading screen, keying or typing information
- Ability to operate a motor vehicle
- Ability to meet the requirements of daily attendance on the job for full continuous eight-hour days

Application Process:

Benefits include holiday and vacation pay, and participation in Simple IRA after two years. HOM is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should email Miki Metz at mmetz@housingonmerit.org. Please write Executive Assistant in the email subject header as well as your full name and include a cover letter, resume, and salary requirements.

Applications will be accepted through August 2, 2019 with an anticipated start date of August 12, 2019. No telephone calls please.