



Arlington Partnership
For Affordable Housing

Administrative Specialist

APAH is a fast-growing, award-winning, non-profit affordable housing developer. APAH's mission is to develop, preserve, own and advocate for quality affordable housing in Arlington, and to promote opportunity for our residents through partnerships and programs.

Summary Description

The Administrative Specialist ensures the smooth and professional operations of APAH by providing administrative support for the President/CEO, the VP of Real Estate Development, the real estate team and the APAH Board of Directors. Manages calendars, schedules internal and external meetings, prepares presentations, handouts and briefing packages, conducts outreach with funders, partners and contractors, collates and organizes legal documents for due diligence submissions, applications and closings. Administrative work includes: managing physical and digital filing systems, printing, collating and circulating legal documents and reports; establishing calendars and sending invitations to meetings and supporting office systems, technology and processes plus other duties as assigned. The Administrative Specialist will serve as main liaison to the Board of Directors. This is a mid-level administrative position.

The ideal candidate will have experience supporting an executive, be adept at navigating multiple priorities, thrive in a fast paced environment, be service-oriented and a team player, have exceptional writing and editing skills, be extremely organized and efficient.

Essential Functions

Executive Assistant (60% of time spent)

- Provide administrative support to CEO and VP of Real Estate Development, including calendar management, coordinating all out of town trips, organizing internal and external meetings, filing and summarizing notes, preparing mailings, presentations and handouts, time sheets and expense reports.
- Proofread and edit reports, presentations and memos. Collate, organize and file legal documents (paper and electronic), playing key support and organizational role during acquisition and construction closings.
- Organize senior staff meetings and coordinate and maintain master calendar with all APAH committee and board meetings.
- Serve as the point of contact for all members of the APAH Board of Directors. Prepare briefing packets for all Board meetings, set up for Board meetings, including copies and refreshments, and take meeting minutes.

Real Estate Development Assistant (30% of time spent)

- Provide administrative support to all members of Development team which includes scheduling meetings, assisting with applications and presentations, coordinating all out of town trips and expense reports.
- Assist with gathering, collating, preparing as digital or print files all presentation material for Committee and Board meetings plus collating materials for mailings, public presentations, financing applications, RFP responses, due diligence materials and legal documents for closings.
- Assist with special projects as assigned, including assisting with market research, conducting real estate research, tracking mortgage rates and data entry.

- Support the Real Estate team during acquisition and construction close outs by tracking documents, managing correspondence and following up with stakeholders as needed.

Office Management (10% of time spent)

- Support the Office Manager in ensuring smooth operations of the office systems including copiers, supplies, postage, coffee, mail, office janitorial and maintenance, and use and operation of the conference rooms
- Be prepared to back up the Office Manager with basic technology and phone system support and coordinate support from third party consultants, e.g. phone and copier vendors.
- Support operation of the central office paper and digital files under the approved filing system.

Qualifications

- Positive, service-oriented attitude
- Excellent writing, proofreading, editing and oral communication skills.
- Ability to assume responsibility and quickly follow-up on multiple tasks.
- Strong organizational skills and attention to detail. Hardworking.
- Ability to work independently with good judgment skills.
- Ability to handle multiple duties and priorities in efficient manner.
- Good sense of humor, courteous and responsive. Enjoys a fast-paced environment.
- Strong proficiency in MS Office (Word, Excel, Outlook and Power Point). Familiarity with databases (ETapestry, Salesforce) a plus.

Education and Experience Requirement

- BA/BS preferred
- 5+ years of executive administrative work or similar experience required; Familiarity with real estate, legal documents, affordable housing or non-profits a plus.
- Appreciation for the mission of the organization a must.

Equal Opportunity Employment

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

How to Apply

Please submit your resume and a thoughtful cover letter to resumes@apah.org.