



Arlington Partnership  
For Affordable Housing

## SENIOR ADMINISTRATIVE ASSISTANT

APAH is an award-winning, non-profit affordable housing developer headquartered in Arlington County. APAH's mission is to develop, preserve and own quality, affordable places to live; to promote stability and opportunity for our residents; and to advocate with the people and communities we serve.

### **Summary Description**

The Senior Administrative Assistant ensures the smooth and professional operations of APAH by providing high level administrative support for the President/CEO and other members of the senior staff. Duties include: managing the calendar of the President/CEO and other members of senior staff as needed, serving as the main liaison to the Board of Directors, scheduling internal and external meetings, meeting preparation including set up of conference rooms/lunches and preparation of presentations in PowerPoint, preparing handouts and organizing and editing briefing packages. Conducts outreach with funders, takes detailed minutes and manages follow up for key meetings. This position may also assist in providing some administrative support to the real estate development team including managing physical and digital filing systems and assisting with applications and closings.

The ideal candidate will have experience supporting an executive and/or working with a Board of Directors, be flexible and service oriented, interested in learning new skills, adept at navigating multiple priorities, thrive in a fast-paced environment, have exceptional writing and editing skills, be comfortable working with PowerPoint, Adobe Acrobat, Excel and Word. Be extremely organized and efficient. The title for this position is flexible. This is an excellent opportunity to work directly with a dynamic non-profit leader at a well regarded and high achieving non-profit.

This position is part of the administrative team at APAH and reports to the Chief of Staff.

### **Essential Functions**

#### **Executive Assistance (55% of time spent)**

- Provide high level administrative support to CEO and other senior staff as needed including calendar management, organizing internal and external meetings, filing and summarizing notes, preparing mailings, presentations and handouts, time sheets and expense reports, and coordinating travel
- Attend key meetings, take minutes and disseminate to key stakeholders as needed
- Proofread and edit reports, presentations and memos
- Organize senior staff meetings, create the agenda and track and manage follow up tasks
- Support senior staff as needed with calendar management, scheduling and special projects that could include research, writing, presentation creation, proofreading and other assignments

#### **Administrative Liaison to the Board of Directors (20% of time spent)**

- 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
- Track upcoming Board events (mandatory and optional) and with CEO coordinate Board communications
- Coordinate with senior staff to ensure committee reports are complete and consistent
- Maintain organized Board of Directors paper and electronic files

#### **General Administrative Assistance and Office Management (25% of time spent)**

- Support operation of the central office paper and digital files under the approved filing system, taking the lead on APAH's property files
- 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
- Answer phones as needed and occasional front desk coverage
- Support preparation and execution of APAH events as needed

#### **Qualifications**

- Positive, service-oriented attitude
- Flexible and curious; interested in learning new content and skills
- 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 and conscientious manner
- Good sense of humor, courteous and responsive. Enjoys a fast-paced environment
- Strong proficiency in MS Office (Word, Excel, Outlook and Power Point). Able to prepare and organize documents in Adobe Acrobat. Familiarity with databases (ETapestry, Salesforce) a plus.

#### **Education and Experience Requirement**

- BA/BS preferred
- 2+ years of executive administrative work or similar experience required; Familiarity with real estate, legal documents, affordable housing or non-profit boards 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](mailto:resumes@apah.org).