



Arlington Partnership  
For Affordable Housing

## **EXECUTIVE ASSISTANT**

### **About APAH**

APAH is an award-winning non-profit affordable housing developer with the mission 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. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence and impact.

### **Summary Description**

The Executive Assistant (EA) will support APAH's President and CEO, and the Board of Directors while performing various administrative tasks throughout the office. This includes scheduling appointments, preparing handouts and presentation materials, and meeting coordination; administrative liaison to APAH's Board of Directors for all meetings, responsible for briefing materials and events; maintaining filing systems; administrative support for other teams in the office as needs arise. Reports to the Chief of Staff and is a member of the operations team.

### **Essential Functions**

#### **Executive Assistance (50% of time spent)**

- Provide administrative support to CEO to include calendar management, organizing internal and external meetings, filing and summarizing notes, preparing presentations and handouts, time sheets and expense reports, and coordinating travel
- Prepare daily and weekly briefing packages on upcoming meetings and engagements
- Attend key meetings, take minutes and disseminate to key stakeholders as needed
- Proofread and edit reports, presentations and memos
- Organize senior staff meetings, track and manage follow up tasks

#### **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
- Plan, coordinate, and execute additional Board events, such as the annual Board Social and Board Retreat
- Track upcoming Board events (mandatory and optional) and with CEO coordinate Board communications
- Coordinate with senior staff to ensure committee reports and briefing packages are complete and consistent
- Maintain organized Board of Directors paper and electronic files

#### **Other Administrative Responsibilities (30% of time spent)**

- Support the administrative team in ensuring smooth operations of the office
- Support the Chief of Staff in maintaining office digital filing systems, keeping them organized and up to date as assigned
- Answer phones daily and occasionally cover the front desk and all front desk duties, including conference room management and greeting visitors

- Provide administrative support – especially scheduling, presentations, meeting preparation – for other members of the senior team as needed
- Performing general administrative and clerical duties such as scheduling and preparing materials for meetings, photocopying, filing, preparing expense reimbursements, providing logistical information to guests and staff, etc.

### **Qualifications**

- Associate's or Bachelor's degree preferred
- 2+ years of administrative or executive assistant experience preferred
- Strong listening and oral communication skills
- Strong interpersonal skills with the ability to work with diverse volunteers, residents, staff and community leaders with warmth and sensitivity. Good sense of humor.
- Ability to assume responsibility and quickly follow-up on multiple tasks. Successful in a fast paced, busy organization.
- Focused and results-oriented, with strong administrative skills and attention to detail.
- Strong proficiency in computer software, including Word, Excel, Outlook and Power Point. Experience with database platforms and database management desirable.
- Regular access to a vehicle a plus
- Experience in the real estate, non-profit and/or affordable housing desired
- Committed to the mission of affordable housing.

### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. Our corporate office in Ballston has free parking.

### **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 cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled.