



Arlington Partnership
For Affordable Housing

REAL ESTATE ADMINISTRATIVE ASSISTANT

Reports to: Director of Real Estate Development

Status: Full Time

About APAH

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

About the position

The Real Estate Administrative Assistant will provide administrative support to APAH's seven-person real estate development team in their work to identify, acquire and develop multi-family affordable properties in Arlington County and surrounding jurisdictions. This is a great opportunity for administratively oriented candidates with an interest in real estate development and a passion for affordable housing. The ideal candidate will be organized, motivated, have strong attention to detail and a team player.

Key Responsibilities:

- Perform general administrative support such as scheduling and preparing materials for large meetings, taking minutes, team calendar synchronization, and photocopying
- Maintain physical and electronic property and deal files, ensuring originals are properly stored and shared files remain organized and easy to navigate for entire APAH team
- Prepare and proofread reports for partners, property management and asset management as required
- Track and manage status of executed documents
- Track project information in spreadsheets or other systems
- Assist with data entry and tracking for monthly draw requests for all projects under construction, ensuring deadlines are met
- Prepare marketing materials and presentations as needed
- Coordinate team events and logistics
- Prepare and process team expense reports
- Scan, process and track all invoices in coordination with the finance team
- Additional general office duties as assigned

Qualifications

- Associates or undergraduate degree in finance, real estate, administration or other relevant discipline preferred
- 1-2 years of administrative experience is a plus
- Experience in real estate development, construction or affordable housing is a plus
- Focused, efficient, and results oriented. Strong organizational skills and self-directed work habits. Able to anticipate deadlines
- Excellent written and verbal communication skills
- Proficiency in computer software, including Excel, Word, Power Point and Outlook

- Ability to prioritize and complete multiple tasks in an accurate, efficient and timely manner
- Positive, professional, customer services oriented and mission driven attitude.
- Appreciation for the mission of the organization a must.

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 features 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. Resumes will be accepted until the position is filled.