



housingnorth.org

Program Administrator Position Description

Housing North is looking for a new member to join our team. We are looking to hire a part-time individual to help manage the office and administration of programs (an average of 20 hours/week) in close coordination with the Executive Director.

We are looking for individuals who want to gain experience in all aspects working with a housing nonprofit. The Administrator will have the opportunity to learn about Housing North's mission and our work in the region finding housing solutions for our communities. The individual will gain first-hand experience and have high accountability as they will assist with the overall office management and learn about the insights of our programs. The program administrator will work with the Executive Director, Community Communications Coordinator, Housing Ready Program Directors and Policy Advisor and offer input into event materials, program development, Housing North's initiatives, and will also be invited to meetings, and may be asked to assist with other programs or tasks as needed.

General Job Responsibilities:

Under the direction of the Executive Director, the Administrator will observe and assist with various projects for the organization. General responsibilities may include:

- In charge of functionality of the office and overall operations including support with basic bookkeeping, mailings and other responsibilities as needed
- Overseeing grant budgets and funding, including specific needs and priorities for fundraising efforts.
- Prepare a monitoring calendar of all activities by each project
- Track Housing North's program activities such as: Advances in legislative aspects, monitoring of articles and information relevant to Housing North initiatives, achievements to track, record and promote.
- Working with the board and staff to plan and coordinate the annual housing summit logistics including promotion, and coordination of speakers, sessions and other details.
- Assist with grant writing, program development, data collection, mapping
- Attendance at workshops and events as needed

- Assist in all aspects of the events, including coordinating volunteers and speakers, working with clients, event coordination, and execution.
- Assist in creating outreach through media and social media channels, and email blasts.
- Data collection, survey development and research as needed

Skills preferred:

Bachelors degree and at least 3 years experience along with office administration experience and a grant writing background.

Candidates should have a love for working with people and providing outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

Must be able to anticipate project needs, discern work priorities, and meet deadlines, and be willing to work occasional evenings and weekends.

Applicants should possess impeccable integrity, outstanding interpersonal skills, excellent written and oral communication skills, and a strong academic record. College graduate preferred.

Looking for a take charge, personable individual, with ability to manage office and program administration and logistics in support of a growing organization.

Other preferred qualities are:

- Be passionate about making a difference in your community.
- Ability to use Quickbooks, CRM software and have strong computer skills
- Ability to manage multiple projects and work assignments from a variety of staff
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Computer literate: Proficient using the latest versions of Microsoft Word, Excel, PowerPoint. Geographic Information Systems (GIS) preferred.
- Aptitude to learn other event, email and survey tools
- Well organized, dedicated, confident, energetic, and creative
- Ability to be flexible and work in undefined parameters
- Dress is clean and professional

Compensation is \$20/hour

Interested applicants should email a resume and cover letter to yarrow@housingnorth.org