



Job Description

HDC Office Manager

Full-time salaried position

www.housingconsortium.org

The Housing Development Consortium (HDC) is a 70-member trade association of non-profit low income housing developers and lenders, architects, contractors, local governments actively involved in non-profit housing. The organization is 18 years old, with an executive director, a communications director, and an advocacy coordinator. We serve our members through newsletters, website, monthly meetings and various issue committees, as well as providing assistance with public relations and advocacy work at the local, regional and state levels. The Office Manager provides the administrative support for these activities and is the person responsible for ensuring the office runs smoothly and happily. The job is in a fun and hard-working office, in space shared with a statewide low-income housing organization. The successful candidate should be a reliable, systematic, efficient person who enjoys people and coordinating complex efforts.

Starting date: December 1, 2004

Reports to: HDC Executive Director

Location: Downtown Seattle in HDC's office at 811 First Ave, Suite 408

Hours: 40 hours/week, somewhat flexible within a pre-approved schedule

Salary: \$32,000 to start

Benefits: Individual health plan or bus pass. Employee 403(b) plan (pre-tax retirement investment with no employer match). Vacation earned at 1 day per month up to a maximum of 10 days unused to carry over to next year. Sick leave earned at 1 day per month. Holidays—12, including 1 personal day.

JOB RESPONSIBILITIES

(List below is intended to be illustrative, not prescriptive.)

Office Communications Coordination—

- ◆ Maintain good relationships with members and co-workers in the office
- ◆ Maintain good relationships with the various other organizations, coalitions, and government officials that HDC works with
- ◆ Maintain HDC website: enter and update articles, announcements, etc.
- ◆ Answer phone, keep message log and make sure calls are answered, take down voice mail messages, remind members of meetings, field questions from the general public about low income housing, provide information to members
- ◆ Track and respond to emails; write and send e-mail issue-alerts and meeting information
- ◆ Open and distribute incoming mail
- ◆ Maintain and ensure HDC member directory, email addresses, membership of our many affinity groups are all up-to-date
- ◆ Schedule meetings to fit with the busy schedules of our staff and members
- ◆ Track the organization's calendar, committee meeting dates and work program deadlines, and make reminders as necessary

Office Operations–

- ◆ Keep HDC's filing system up to date and in good order
- ◆ Track payment of member dues and invoice quarterly
- ◆ Track and order office supplies as necessary
- ◆ Ensure machines are in working order- maintain repair service information, call for service
- ◆ Make copies for board / monthly meetings, newsletter, or coordinate volunteers to do this
- ◆ Fold, stuff, label and mail information for meetings, or coordinate volunteers to do this
- ◆ Help ensure office is presentably clean and tidy (includes organizing other staff to do this)

Office Projects (Examples)–

- ◆ Coordinate HDC's charity campaign applications
- ◆ Solicit, enter and analyze annual data on HDC members' projects in Access database
- ◆ Manage logistics for events
- ◆ Assist with the production of HDC's monthly newsletter
- ◆ Attend and take minutes at monthly board and membership meetings and prepare them for adoption at the following meeting.
- ◆ Complete other projects as assigned

Required Qualifications:

- ◆ Personable- like to work with people
- ◆ Independent and resourceful worker- able to anticipate office needs, take initiative, follow up and check accuracy
- ◆ Organized work style- able to set and meet deadlines and plan ahead, able to prioritize
- ◆ Extensive experience and knowledge of Word, Excel, Access, Acrobat, and Website software
- ◆ Able to work on computer approx. 3-4 hours/day, fluctuating from much of day to none
- ◆ Able to communicate effectively on the phone
- ◆ Able to write clear and effective English with correct grammar and spelling
- ◆ Able to work with numbers accurately
- ◆ Reliable and dependable
- ◆ Able to switch gears rapidly and to keep calm and focused amidst chaos
- ◆ Four years of administrative experience/training
- ◆ Access to an automobile for occasional errands or meetings

Preferred qualifications

- ◆ Strong interest in low income housing
- ◆ Familiarity with local and state government
- ◆ Familiarity with operations of nonprofit boards
- ◆ Able to run occasional errands (mileage reimbursed)
- ◆ Able to lift 20 pounds (occasional shifting of boxes or furniture)

To apply:

Post or email letter of interest with resume to: HDC

811 First Ave, Suite 408

Seattle, WA 98104

hdc@housingconsortium.org

MUST BE RECEIVED BY November 1, 2004.

HDC is an equal opportunity employer. Non-smoking building.