



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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TCHousing.org

POSITION DESCRIPTION

Administrative Assistant – Traverse City Housing Commission

The Traverse City Housing Commission is a regional public housing agency and non-profit developer of affordable housing. We are currently seeking someone exceptional to join our team. The Administrative Assistant is the supportive force behind our agency. This is a part-time position working 24 hours/week, Monday-Thursday. Scheduling is flexible.

The ideal candidate will be a problem-solver who has excellent communication skills and impeccable attention to detail. The candidate should also have experience working in an office environment, performing administrative tasks, and providing support to coworkers. An ability to multitask, understand complex programs, and meet deadlines is essential to the position.

Responsibilities

- Provide agency outreach coverage by answering/directing general emails and phone calls, providing administrative support to management team members and maintaining an organized, clean office environment.
- Provide administrative support to management team members: including filing of government documents, generation and distribution of correspondence, copying of paperwork, creating spreadsheets, forms, and faxes.
- Plan, organize, and schedule company meetings in the office, off-site, and via videoconference.
- Maintain filing system, contact database, employee and commissioners list, and office inventory.
- Assist with compiling and organizing documents for real estate and tax credit closings.
- Assist with document organizing and electronic submissions for grant and funding applications.
- Order and oversee office supplies and food deliveries for group meetings.
- Ability to maintain and update agency website on a weekly basis.
- Miscellaneous duties as assigned.

Required Skills and Qualifications

- High school diploma or equivalent; College degree or equivalent, preferred
- Proven, successful administrative experience
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Aptitude for learning new software and systems
- Ability to learn complex program and compliance regulations

Preferred Skills and Qualifications

- Knowledge of State and Federal housing programs
- Experience developing internal processes and filing systems
- Reliable and discreet handling of confidential information

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Work is usually performed in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Speaking/Hearing
- Seeing
- Sitting
- Use of fingers/Manual dexterity
- Lifting up to 20 lbs.
- Dealing with stress/pressure generated by deadlines, volume of work and frequent interruptions by telephone calls, walk-in traffic and co-workers.

Hours of Duty

8:00 AM – 3:00 PM M-Th (hours may be adjusted based on individual needs)

NOTE: This is a four day per week position; approximately 6 hours per day.

EEO/AA/ADA

All applicants will be subject to criminal background screening.