



Special Assistant to the CEO

Housing Assistance Council

1025 Vermont Avenue NW, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The **HOUSING ASSISTANCE COUNCIL** (HAC) is a national nonprofit dedicated to helping rural organizations build affordable homes and vibrant communities. We provide technical assistance, training, affordable loans, research, and information to improve conditions for the rural poor, with an emphasis on working with the poorest of the poor in the most rural places.

POSITION

The Special Assistant to the CEO supports the work of HAC's Chief Executive Officer (CEO) and Board of Directors. The position is a blend of administrative work and project assignments for an early-career professional. The candidate will manage the CEO's calendar, organize meetings, plan events, and make travel arrangements while working on special initiatives and assignments as the candidate grows into a career in policy, program administration or nonprofit management.

DUTIES AND RESPONSIBILITIES

Support the CEO

- Manage the CEO's schedule, including the full coordination of internal and external meetings, preparation of materials, reserving locations, and establishing video and voice connections. Proactively ensure that meetings and appointments involving the CEO are well-organized and remain on schedule.
- Draft correspondence, internal administrative material, briefing material, and various other communications from the CEO to internal and external stakeholders.
- Cultivate relationships and maintain contact with external stakeholders and their administrative assistants on behalf of the CEO.
- Represent the CEO: welcome visitors; meet with individuals, special interest groups, and others; track and manage internal and external correspondence and appropriately flag for action; and address questions and meeting requests.
- Work on projects and policy initiatives with a high degree of professionalism, sensitivity to important relationships, and attentiveness to issues requiring the CEO's direct attention.

Administrative

- Manage the general operations of HAC's Board of Directors, which includes: planning and attending quarterly meetings, drafting agenda, supporting staff and board member presentations, and recording proceedings.

- Coordinate travel arrangements, including ground and air transportation and lodging, for HAC leadership, conference speakers, and the Board of Directors.
- Be an affable and responsive point of contact for board members and staff.
- Maintain corporate documents and contact information for internal and external stakeholders.
- Make all arrangements and provide on-site coordination for conferences and special events.

Program Support

- Perform special assignments and initiatives that extend HAC's positive impact on federal housing policy and rural community development by collaborating with others, problem-solving, monitoring and reporting progress, and adjusting plans as needed.
- Conduct research, compile data, and prepare material for consideration and presentation by HAC CEO, senior leadership, and the Board of Directors.
- Prepare reports, memos, letters, invoices, financial statements, and other documents using word processing, spreadsheet, database, or presentation software.

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Work experience in a professional office setting, ideally with exposure to C-level executives, elected officials and/or members of a board of directors.
- Bachelor's degree strongly preferred; Master's degree is equivalent to work experience.
- Able to master Microsoft Outlook, Word, PowerPoint and Excel; as well as social media and customer relationship management and Microsoft project management software.
- Interest in advancing to a career in public policy, community development, housing finance or other area of HAC's business.
- Highly organized, attends to details, takes initiative to solve problems and able to manage multiple assignments at once.
- Demonstrated ability to reason through alternative solutions and approaches to problems based on their respective strengths and weaknesses.
- Versatile writing skills, including the ability to compose superior formal business correspondence and other professional documents (i.e. memos and reports).
- Ability to communicate succinctly and efficiently both verbally and in writing.
- Excellent interpersonal skills.
- Knowledge and execution of high-level and strict confidentiality protocols, as well as use of professional judgment and discretion.

COMPENSATION

HAC offers competitive wages, growth opportunities and excellent benefits, including high-quality health insurance with dental and vision coverage; life insurance; a retirement plan with employer match; and other work/life benefits. Salary range is \$35,000 to \$50,000.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The Special Assistant to the CEO can expect to learn how federal policy and programs impact rural communities while working with colleagues who are smart, mission-driven, and collaborative. You can also expect to work with local leaders and rural communities across the country through HAC's training, technical assistance, and lending operations.

HAC has a warm and welcoming work environment with a close-knit staff. We are passionate about the fight for a more equitable and just nation. We succeed through innovation, hard work and compassion. Our office is professional, diverse, and fun. Our staff is our greatest asset, working with skill and experience to help small towns and rural regions develop into vibrant and prosperous communities.

Our organization was born of the civil rights movement to promote a diverse and inclusive voice for rural communities. For 50 years, our staff and Board have come predominantly from communities of color, working class and high-poverty regions, and groups with less access to opportunity such as women and LGBTQ individuals. These communities are centered in the work we do; hence we strongly encourage applications from people with these identities or who are members of other marginalized communities. HAC is committed to Equal Employment Opportunity without regard for race, ethnicity, gender, protected veteran status, disability, sexual orientation, gender identity or any other protected status under applicable law.

Candidates with Spanish and other language skills are strongly encouraged to apply. HAC works in border colonias, farmworker communities, tribal lands and other settings in which language diversity helps us succeed. Employees are expected to be able to read, write and speak English, as it is the language used most often with customers and stakeholders.

The physical requirements for the Special Assistant to the CEO are customary to an office setting, seated or standing at a desk with standard office equipment and technology. Reasonable accommodations will gladly be made to enable individuals with disabilities to perform essential job functions. The employee must be able to lift up to 15 pounds at times.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

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TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with "Special Assistant to the CEO" in the subject line. Applications considered as received, with interviews starting immediately.