



Housing Assistance Council



The **HOUSING ASSISTANCE COUNCIL** (HAC) is a national nonprofit dedicated to helping local organizations build affordable homes and vibrant communities all across rural America. 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 Executive Assistant supports the work of HAC's Chief Executive Officer (CEO), Senior Leadership, and Board of Directors. The position is a blend of administrative work and project assignments. The candidate's duties and responsibilities include maintaining an effective and well-organized Executive Office, serving as the primary point of contact for the CEO, and managing the meetings, materials, and other needs of HAC's Board of Directors. This role helps drive a responsive and positive work culture for the entire organization.

DUTIES AND RESPONSIBILITIES

Executive Assistant

- Manage the CEO's schedule, including the full coordination of internal and external meetings.
- Serve as liaison between CEO and internal and external stakeholders; ensure CEO has all necessary information and materials for successful engagements.
- Seek staff recommendations on meeting requests and invitations for the CEO.
- Ensure and manage appropriate and timely follow-up on internal and external requests for information or required actions, including during times when the CEO is out of the office.
- Arrange travel and accommodations for meetings, conferences and events attended by the CEO.
- Draft correspondence, administrative material, content briefs, and various other communications for the CEO to communicate with internal and external stakeholders.
- Cultivate relationships and maintain contact with partner organizations and their executive offices on behalf of the CEO.
- Represent HAC's Executive Office in an open and positive manner for staff, the Board of Directors, visitors, special interest groups, and others.

- Plan, coordinate, organize, and help at various company meetings, events, and celebrations.
- Work on special projects with a high degree of professionalism, confidentiality and attentiveness to issues requiring the CEO's direct attention.

Board Liaison

- Prepare all official Board correspondence, serve as primary contact for Board-related matters, brief Board and Committee chairpersons prior to meetings.
- Schedule Board meetings and activities; maintain calendars and documents for Board use; coordinate with HAC staff on communications and support for the Board; manage meeting details, including: contracts for space and services; technology needs and access; and, maintain accurate minutes for all Board and Committee meetings as needed.
- Assist CEO in Board recruitment and nomination process, oversee new member orientation, develop and maintain the Board Manual, reference books, job descriptions, and other materials.
- Arrange travel and accommodation plans for Board members and senior staff attending meetings of the Board of Directors.

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Five plus years of work experience in a professional office setting, ideally with exposure to C-level executives, elected officials and/or members of a Board of Directors.
- Highly organized, attends to details, takes initiative to solve problems and able to manage multiple assignments at once.
- Excellent interpersonal skills and a team player with exceptional customer service instincts.
- Able to master Microsoft Outlook, Word, PowerPoint and Excel, Microsoft project management software, SharePoint and a CRM database.
- Demonstrated ability to reason through alternative solutions and approaches to problems based on the respective strengths and weaknesses.
- Versatile writing skills, including the ability to compose formal correspondence, memos, reports, and other professional documents.
- Ability to communicate succinctly and efficiently both verbally and in writing.
- Knowledge and execution of high-level and strict confidentiality protocols, as well as use of professional judgment and discretion.
- Bachelor's degree is strongly preferred.
- Sense of humor, positive attitude, and enthusiasm to work in a diverse and mission-driven organization.

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. This position is based in Washington, DC. While this position is not eligible for full-time remote working, hybrid options are considered at the discretion of the CEO. Minimum annual salary for this position is \$51,500.

TO APPLY

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

