



Chelan Valley Housing Trust
Job Description
Administrator
April 2021

PURPOSE

The mission of Chelan Valley Housing Trust is to help sustain the Chelan Valley as a healthy, economically diverse community by providing permanently affordable homes and related education and support for residents—families, seniors and singles—whose housing needs are not met by the traditional market.

To accomplish its mission CVHT:

- acquires land and buildings;
- develops land in an environmentally and socially responsible manner;
- constructs or renovates buildings to be healthy, durable and energy efficient;
- educates and counsels homebuyers and rental tenants; and
- stewards what it creates for current and future generations.

The Administrator provides administrative and organizational support to the Executive Administrator and Executive Director for the team to manage and carry out the purpose of the organization.

POSITION OVERVIEW

The Administrator oversees CVHT office and data management, reports, marketing tools, and document creation. This position is the primary contact for all data to and from the organization and assists the Executive Administrator and Executive Director in ensuring that CVHT's files, data, and marketing tools are secure and organized.

POSITION STATUS

The Administrator is a part-time, at-will employee hired, supervised, and evaluated by the CVHT Board of Trustees with direct reporting to the Executive Director. As CVHT grows and changes, this position may be expanded or changed based on need.

SPECIFIC RESPONSIBILITIES

1. Oversee office management. Maintain organized filing and data systems (digital and physical) and ensure that offices are kept neat and tidy.
2. Data input and management. Process and organize incoming mail, payments, expenses, and contacts and memberships following CVHT policy and procedures for processing and data management.

3. Maintenance and use of marketing platforms. Update and maintain CVHT website, Facebook, Instagram and utilize email blast platforms for marketing campaigns.
4. Run data reports. Process reports for fundraising and marketing when requested.
5. Meeting and event preparation. Prepare agendas, locations, amenities, and schedules for Board meetings and CVHT events with help from committees and fellow staff.
6. Document creation. Where appropriate, assist E.D. and E.A. with preparing documents such as CVHT policies, contracts, and educational tools.
7. General bookkeeping tasks. Assist Accountant and Treasurer with day to day and reporting tasks on budgets and income/expenses.

SKILLS AND QUALIFICATIONS

- Ability to listen and communicate clearly
- Ability to work with a team
- Minimum 2 years administrative or office management experience.
- Passion for affordable housing and the Chelan Valley community
- Strong organizational skills
- Ability to work independently
- Dependability
- Careful attention to detail
- Bilingual desired, Spanish and English
- General budget and bookkeeping knowledge (accounts payable and receivable, statements of activity)
- Proficiency with MS Office Suite, Dropbox, Wordpress, Facebook, Instagram, Salesforce, Adobe, Gmail, google calendars, and Zoom preferred and willingness to learn new applications such as Jotform, Asana, Hubdoc.

Submittal and Additional Details:

- Pay range: \$17-\$20 per hour DOE
- Part-time 20 hours a week
- Please submit cover letter and resume to info@chelanvalleyhousing.org
- Application period: June 4th-July 4th 2021
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