



**MISSION
HOUSING**
DEVELOPMENT
CORPORATION

Administrative Assistant, Asset Management

Job Title: Administrative Assistant, Asset Management
Location: San Francisco. Temporarily, hybrid - the position can be performed remotely, with in-office/on-site work as needed by the business.
Department: Asset Management
Reports To: Director of Asset Management
Job Status: Non-exempt, Full-Time
Compensation: \$25.00/hr. to \$27.40/hr., DOE; medical, dental, vision & retirement plan
To Apply: Send cover letter and resume to hr@missionhousing.org
Note: Vaccination against COVID-19 is a requirement of the job. Accommodations due to disability or religious reasons will be evaluated in compliance with the law.

About Mission Housing:

Mission Housing Development Corporation is a private non-profit housing developer founded in 1971. Mission Housing develops high-quality, well-managed, affordable, sustainable communities that promote the self-sufficiency of low and moderate income families, seniors, and persons with diverse needs. We offer technical assistance to service providers to help them develop affordable housing that meets the needs of special populations with a comprehensive vision of community. We own approximately 44 affordable housing buildings serving over 3,300 residents with diverse ethnic and cultural backgrounds in San Francisco.

Summary:

Under the direct supervision of the Director of Asset Management, the Administrative Assistant is responsible for providing administrative support and project-based support to the staff of the Asset Management Department.

Key responsibilities include but not be limited to day-to-day administrative support, uploading financial documents to server, maintaining files and the organization of documents on the server, preparing and producing various reports and agendas, updating databases, preparing flyers, newsletters, proposals and special assignments. Create trackers for monthly, quarterly and annual reports requirements and update as reports are due, sent and filed on server. Assist with incoming monthly invoices, sending out to property management and creating a filing system. Assist with tracking capital needs, bids, work completed and update tracker monthly.

Essential Functions:

- Manage and update reporting requirements schedule for all reports to partners and agencies.
- Assist with the creation of correspondence, including tenant/community notices, and distributes outgoing correspondence via fax, mail, or e-mail, as needed.
- Writes and edits various materials utilizing Word and Excel, as needed. Independently manages administrative functions for each community.
- Schedules and confirms meetings, conference calls, and meeting spaces as needed.
- Attends project meetings with consultants, tenants and other stakeholders, as needed.
- Acts regularly as a liaison with internal departments, outside vendors and other parties.
- Assists with project files or database. Produces reports as requested. Maintains and controls confidential files, information and all materials.
- Prepares check requests, invoicing and budget trackers for review by supervisor.
- Prepares quarterly project financial analysis and narratives for each community.
- Performs other tasks as requested to ensure the smooth functioning and other activities. Assists with various projects and supports the team.
- Multi-lingual in Spanish or Chinese, preferred but not required.

Minimum Qualifications:

- Bachelor's degree in business, accounting, business development, communications, or related field strongly preferred.
- Minimum of 3 years of demonstrated experience in related work, preferably affordable housing.
- Detail-oriented, especially in creation and analysis of financial spreadsheets.
- Relate positively to people from diverse backgrounds and professional levels.
- Maintain confidentiality with regard to privileged legal and financial matters.
- Take direction and ask questions to ensure complete understanding.
- Multi-task and prioritize duties.
- Excellent interpersonal skills, verbally and written communication.
- Computer proficiency level in Microsoft Office Suite software.
- Treat a variety of people with respect and compassion.
- Represent Mission Housing in a professional manner at all times.
- Understand and commit to the Mission and Values of Mission Housing.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk and drive.
- The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet to moderate. However, construction sites may

be noisy and appropriate measures should be taken to protect hearing and health on job sites.

Job Description Revision:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Please let us know if you need any special accommodations.

Mission Housing Development Corporation is a drug free work place as required by the “Drug-Free Workplace Act of 1988”

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