

# EXECUTIVE ASSISTANT

FULL TIME POSTION, ON SITE




## SALARY


**\$60,000 - \$77,000**


## BENEFITS

- Union Position
- Dental Insurance
- Health Insurance
- Retirement Plan
- Vision Insurance
- Mileage Reimbursement

## HOW TO APPLY

 [bflores@newtonhousing.org](mailto:bflores@newtonhousing.org)

 [www.indeed.com/cmp/Newton-Housing-Authority/jobs](http://www.indeed.com/cmp/Newton-Housing-Authority/jobs)

 Attn: Beatrice Flores  
Newton Housing Authority  
82 Lincoln Street  
Newton Highlands, MA 02461

## ABOUT THE NHA

The Newton Housing Authority was created in 1959 and is the largest provider of affordable housing in the City of Newton. The NHA provides housing assistance to over 1000 low-income residents through the administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program. The NHA also owns and operates a management portfolio of 93 studio, one, two, and three-bedroom units.

The NHA has a responsibility to provide and maintain a high standard of housing, which allows our residents a safe, clean, and affordable home in which to reside. The NHA also endeavors to create a sense of community for its residents through its social service programs, so as to enhance their quality of life within an environment of dignity and caring.

In recent years, the NHA has worked to create more affordable housing in the City of Newton and greatly expand our Resident Services Program, providing enhanced tenant-focused social services and clinical case management to better meet the changing needs of our residents.

# EXECUTIVE ASSISTANT

## DESCRIPTION OF RESPONSIBILITIES

### RESPONSIBILITIES

- Act as Executive Director's confidential secretary
- Prepare agenda for Board of Commissioners meetings, attends Board of Commissioners meetings and acts as Recording Secretary, transcribes minutes
- Prepare correspondence and written materials for the Executive Director and designated staff as required
- Prepare and maintain documentation of Executive Director's meetings with tenants, staff, stakeholders, etc.
- Coordinate Executive Director's schedule and facilitate agency events
- Receive and coordinate communication for Executive Director
- Assist the Executive Director with agency communications and public relations, including Annual Report and other agency publications
- Coordinate communication with external constituents
- Assist the Executive Director with agency website
- Prepare agency eligibility worksheet and call sheet
- Maintain agency calendar
- Prepare a variety of reports for internal and external use as required.
- Maintain agency/Executive Director files.
- Complete landlord reference checks for residents
- Act as agency liaison with condominium associations
- Assist the Executive Director with CORI functions, act as informal hearing officer for CORI denials
- Prepare notices to tenants as required
- Attend trainings as required
- Perform other related functions as required

### REQUIREMENTS

- Must have a current and valid Driver's License and own transportation with proof of current automobile insurance and the ability to travel to and between Authority properties.
- Ability to remain seated for a majority of the day, walk/move around the office, climb stairs (if need be), carry files or boxes up to 25 lbs., occasionally stoop and kneel to access records, work in front of a computer screen for a majority of the day, etc.

### QUALIFICATIONS

- A minimum of 2 years' experience in a medium or large state and/or federal public housing authority preferred.
- Prefer candidates with experience collaborating and communicating effectively with local, state, and federal governmental agencies.
- Candidate should be highly organized with very strong written and verbal communication skills.
- Candidate should have a collaborative and flexible work style with a team player mindset and a strong commitment to NHA residents and Authority mission and values.