

East Bay Housing Organizations Job Announcement

ADMINISTRATIVE ASSOCIATE

FULL-TIME (hourly, non-exempt)

East Bay Housing Organizations (EBHO) is a member-driven organization that preserves, protects and expands affordable housing opportunities through education, advocacy, organizing and coalition building. This dynamic non-profit membership organization includes over 300 organizations and community leaders advocating for affordable housing at the local and regional level.

We are seeking someone who cares about ensuring that everyone in the East Bay has an affordable home, and who is passionate about providing critical backbone support to a dynamic, diverse and hard-working team. We will be hiring an Assistant or an Associate, depending on experience.

Job Summary

The Associate will work approximately 40 hours per week on a set schedule, with very occasional evening work to support events, board meetings, or other commitments. The Associate will report directly to EBHO's Membership & Operations Director but will work with all members of our small but mighty team of 10 policy, organizing and non-profit experts.

The successful candidate will be able to prioritize tasks, be efficient, and add to a friendly and productive work environment. Day-to-day duties include: assisting with our membership database and outreach; assembling mailings; supporting events; responding to voicemail and email inquiries and other office and operations tasks. In addition, the Administrative Associate will support EBHO's program and advocacy work through help with logistics, outreach and other tasks.

This is a great opportunity for a self-motivated, detail-oriented, and creative individual committed to the nonprofit sector, affordable housing, and/or community organizing.

Duties and Responsibilities

General administration and operations (25%): *Note that some responsibilities may vary depending on whether we are working remotely or in the office.* Support telephone, voicemail, email, computer, network and other IT systems. Maintain office supplies and postage; research vendors; and organize and maintain workspaces and electronic files. Provide administrative support including document preparation and support with

mailings. Respond to inquiries from the public who are seeking housing, and use EBHO resources to give referrals. Check office voicemail and email and respond to or refer messages promptly. Maintain and update our weekly staff meeting agenda and shared calendar. In office work: greet visitors; update office chore schedule and office use protocols; supports Operations Director in liaising with landlords, and managing health & safety protocols.

Membership and Events Support (30%): Maintain and update EBHO's database records, including data entry, recording membership payments and other contributions, creating contact lists and generating various reports as needed. Assist with planning, executing and staffing EBHO's major annual events and member gatherings.

Program and Staff Support (30%): Assist program staff through outreach, logistics and staffing support. This could include coordinating workshop and meeting logistics, documents, notes, accessibility and interpretation needs.

Executive and Board Support (15%): Prepare for board meetings and annual board retreat, preparing documents, managing logistics and communicating with board members. Take minutes at board meetings. Maintain board records and files. Provide occasional support to the Executive Director with administrative tasks, file organization, meeting logistics, document preparation, and note-taking. Assist Executive Director with fielding speaking requests and scheduling.

Necessary Skills and Qualifications:

- 3 or more years of office or administrative experience, or equivalent experience.
- Strong written and in-person communication skills to work with a diverse range of staff and partners
- Excellent computer and internet skills, including word processing, spreadsheets, and databases. Website and database experience a plus.
- Executive Assistant experience or event planning or support experience a plus.
- Demonstrated leadership skills and ability to work independently as well as collaboratively, and to take on and prioritize on numerous projects.
- Exceptional time management, well-organized, detail-oriented, flexible, patient, positive, a quick learner and an ability to multitask in a fast-paced and professional team environment.

- Commitment to the missions of EBHO and CEI, racial and economic diversity and equity, social justice, affordable housing advocacy and community organizing.

Salary and Benefits: \$26-31/hour dependent on experience. Prorated Health insurance, paid holidays, vacation and sick leave, and dental insurance are available.

Application Process: Submit a cover letter and resume to kiki@ebho.org. Please combine these into one document (Word or PDF) with a file name that includes your name and send in an email with the subject line; “Administrative Associate Application.” Position open until filled. *Please note that applications without a cover letter tailored to this position will not be reviewed.*

EBHO is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other category. We strongly encourage people of color, LGBTQIA+ persons, people of different levels of physical ability, people with diverse national and class origins and all qualified persons to apply for this position.