

**JOB DESCRIPTION**  
**BEYOND SHELTER, INC.**

**JOB TITLE:** Administrative Assistant

**FLSA:** Exempt

**Wage Range:** \$57,400 - \$86,200

**REPORTS TO:** Finance Director

**STATUS:** Permanent Full-Time

**SUPERVISION EXERCISED:** n/a

**MISSION OF BEYOND SHELTER, INC:**

Improving Lives and Creating Communities by Developing and Sustaining Housing for Those Most in Need.

**JOB PURPOSE:**

Provide administrative support, perform clerical duties, and promote the activities of BSI.

**ESSENTIAL FUNCTIONS:**

A. Provide Administrative Support to Chief Executive Officer, Board of Directors and BSI staff. Tasks associated with this responsibility may include:

1. Conducting research, compiling data, and preparing reports for consideration and presentation by BSI staff, Board of Directors and Committees
2. Collect monthly rent and other receipts and record all payments
3. Support BSI staff in preparing invoices, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software
4. Coordinate and schedule all travel arrangements for conferences, seminars and training for Board Members and BSI staff
5. Provide administrative support to the Board of Directors. This includes preparing agendas, arranging event location and catering, distribution of information packets, minutes, and meeting notices and maintenance of the Resolution log
6. Assist in computer and software related questions

B. Perform Clerical Duties. Tasks associated with this responsibility may include:

1. Greet and direct persons entering office or calling to proper staff
2. Open, sort and route incoming mail and prepare outgoing mail
3. Performing general office duties, such as ordering supplies, creating and maintaining records management systems, and performing basic bookkeeping work
4. Order and keep schedule of repairs of all office equipment

C. Public Relations: Assist in promoting BSI and BSI development projects to the community and to project stakeholders. Tasks associated with this responsibility may include:

1. Assists in marketing efforts at BSI are consistently branded
2. Updating social media and website information to promote the mission and activities of BSI
3. Assist in participating as a BSI team member in identifying and creating marketing materials
4. Assisting in creating promotional events for key stages of each project
5. Assisting BSI team members in ensuring press releases and public functions [groundbreaking ceremonies, grand openings, tours, etc.] appropriately identify BSI and its partners

D. BSI Team Accountabilities: Support the team and the mission of Beyond Shelter, Inc. Expectations in support of this include:

1. Communicating in a timely and respectful manner with all BSI team members and community partners
2. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
3. Cross train, as deemed appropriate by the Finance Director, in the tasks and responsibilities of various team member roles
4. Maintaining and safeguarding appropriate confidentiality and accuracy of all financial transactions among the varied community partners contracting with BSI
5. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
6. Follow all BSI procedures and policies as outlined in the BSI Handbook and related documents

#### **MINIMUM REQUIREMENTS:**

Education: Prefer an associate degree in Administrative Assistant or a related field  
or

Experience: Three years of experience in general office responsibilities and procedures

Valid Driver's license and proof of automobile insurance coverage.

Must pass criminal background investigation, credit check, and driving record review.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to contribute effectively within a team-based working environment with co-workers, development partners, other agencies, and the public
- Ability to multitask, work under pressure and meet deadlines
- Knowledge and ability to do effective minute writing
- Working knowledge of current office methods and procedures including appropriate computer hardware and software utilization for document preparation, managing files/records, designing forms and other office tasks
- Knowledge of principles and processes for providing high quality staff support. This includes needs assessment and establishing and maintaining quality standards
- An attitude of actively looking for ways to improve administrative processes and facilitate a team atmosphere
- Some knowledge of Low-Income Housing Tax Credits preferred

Equipment operated: Laptop/Tablet and personal computer, calculator, multi-line phone system, cell phone, digital voice recorder, copier/fax, scanner

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically, sedentary work exerting up to 30 pounds of force. Work is primarily in a climate-controlled area with office equipment level of noise. Interruptions in workflow will occur.

Position may include occasional visits to construction sites or community gathers. Occasional weekend or evening work may occur.

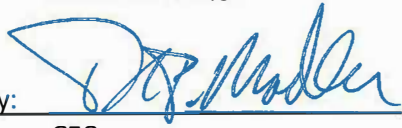
**DISCLAIMER/CALL TO ACTION**

*Responsibilities and duties described represent the general nature and level of work for this position. Employees are expected to be fluid and nimble in seeking out and accepting new tasks to fulfill BSI's mission. Physical requirements are guidelines, but reasonable accommodations under the Americans with Disabilities Act (ADA) will be considered upon request.*

*Beyond Shelter Inc. is an equal opportunity employer and complies with all fair employment practices and laws. We are committed to providing a workplace free from unlawful discrimination and harassment against employees, applicants or other persons by co-workers, supervisors, managers, or third parties.*

Date Accepted: 12-17-21

Approved by:   
Finance Director

Approved by:   
CEO

Revised by: MSUM Compensation and Benefits Class

Wage Range Updated: December 21, 2023