

## Wesley Housing Development Corporation

**Job Title:** Administrative Assistant  
**Department:** Real Estate Development  
**Reports To:** Vice President or above  
**Supervisory Role:** No  
**FLSA Status:** Exempt

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### Job Summary

The Administrative Assistant plays an important role as a significant individual contributor in the execution of Real Estate Development (RED) goals and objectives. The Administrative Assistant is tasked with a wide range and scope of work to support the real estate development team in accomplishing various project and management goals and objectives.

### Essential Functions:

- Assist the Real Estate Development team with a variety of administrative support functions as requested
- General clerical duties including mailings, courier, photocopying, filing (both hard and soft copy organization), and shredding
- Maintain and update staff calendars, schedule meetings and ensure any required supplies and supporting materials are available
- Assist in the preparation of proposals and applications for grants, subsidies and economic benefit in support of WHDC's real estate development activities including the assembly of binders and organization of electronic files and materials
- Assist in coordinating with consultants and other vendors for the solicitation of proposals and coding and processing invoices for payment including the preparation of required interdepartmental forms and backup documentation
- Perform periodic research as requested about local, state and federal regulations that may impact development, rehab and new construction
- Perform data entry as necessary
- Perform other administrative duties and projects as required

### Knowledge, Skills, Abilities

- Prior administrative support experience a must
- Strong analytical, oral and written communication skills are preferred
- Must be proficient with the Microsoft Office Suite
- Organization skills and attention to detail is important
- Familiarity with the real estate industry and more specifically affordable rental housing programs is preferred
- Experience with non-profit organizations is preferred

### Education, Certifications/ Licenses, Related Experience

- High school diploma required
- Associates' or Bachelor's degree preferred

### Physical Job Requirements

- This position requires the ability to remain in a stationary (standing and/or seated) position more than half the time
- The person in this position may need to move about the office(s) less than half the time

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- This person in this role must be able to position him/herself (ex: kneel, crawl, crouch down) less than half the time
- The person in this position must be able to maneuver (lift, move, carry, slide, etc.) 15 – 40 lbs.
- This position operates machinery and/or equipment that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time
- This position requires the ability to spend more than half the time viewing computer monitors
- This position is exposed to hazard/chemical materials outdoor weather conditions non-climate-controlled workspace(s) less than half the time
- The person in this position must be able to identify and distinguish between colors less than half the time

### Travel Requirements

- This position has minimal local travel requirements
- Anticipated travel will be by car

Please send cover letter and resume to [Kmcafee@whdc.org](mailto:Kmcafee@whdc.org)

*Wesley Housing provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran.*