

FAIR HOUSING OPERATIONS ADMIN (Part time)
ARIZONA FAIR HOUSING CENTER

DEFINITION:

Under supervision of the Executive Director, performs a diverse range of duties involved in fair housing implementation and office management.

RESPONSIBILITIES:

- Develop and improve systems, processes, procedures and other tools in support of organizational goals.
- Support the Executive Director and program staff in meeting work plan goals, grant milestones and critical deadlines.
- Work closely with the bookkeeper to prepare accurate and timely grant and contract billings.
- Prepare proposals and reports for foundation, corporate, and public sector funders and other revenue opportunities.
- Lead the development and implementation of the overall communications strategy and priorities. Work with staff to craft messaging and stories in connection with their programmatic responsibilities and goals.
- Coordinate special events, tours and other external activities.
- Support the Executive Director in planning staff meetings, board meetings and funder engagement.
- Oversee consultants and vendors involved in communications, event planning and other relevant organization-wide work.
- Oversee office operations including routing mail, ordering supplies, and coordinating staff calendars.

Qualifications

- Minimum 5 years' professional experience with administrative, operations or office management responsibilities, preferably in the nonprofit sector.
- Good problem-solving skills with a willingness to be flexible and proactive.
- Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality.
- Ability to communicate effectively and work collaboratively with co-workers and a diverse range of individuals and organizations, including but not limited to, residents, community development organizations, public agencies, private developers, funders and lenders.
- Ability to embrace and promote a culture of individual and shared trust and accountability – internally and externally.
- Experience and knowledge in government contracts management and compliance is preferred. Strong project management skills.
- Attention to detail and deadlines, especially in the areas of contract management and reporting.
- Ability to work simultaneously on multiple tasks and projects, set priorities for a time-sensitive workload, and be a solution-oriented professional.
- Excellent computer skills and working knowledge of spreadsheets and diversalink. Candidate must also have the capacity to learn and navigate new software required.

Pay: \$27,040 yearly including paid holidays, vacation, sick leave and PTO.

The AFHC is an Equal Opportunity Employer