



San Juan Community Home Trust

*Community Preservation Through
Forever Affordable Homes*

A Federal 501(c)(3) Nonprofit Organization

LOGISTICS LEAD

The San Juan Community Home Trust creates permanently affordable housing for low- and moderate-income island residents. By doing this the Home Trust promotes economic diversity and development and supports a sustainable island community while practicing responsible stewardship of our rural environment.

The Home Trust is a Community Land Trust (CLT).^{*} Our homeowners partner with us as stewards of affordability. The Home Trust is a registered 501(c)(3) nonprofit organization. As a nonprofit organization, the Home Trust can apply for grants and accept tax-deductible contributions from individuals, foundations, and agencies that support homeownership. With these funds, the Home Trust can subsidize the cost of land, infrastructure, and construction of new homes. Homebuyers must obtain a mortgage for the affordably priced home and also agree to limit the eventual resale price of the home to insure that it is perpetually (i.e., forever) affordable to working people. The increase in resale price is restricted by a formula, currently increasing 1.5% per year of the initial sale price, compounded annually.

** A Community Land Trust, (a CLT), is a type of organization that separates the cost of land from the cost of a home. The land is held in perpetuity by the nonprofit organization, while the homes are sold to income qualified buyers.*

POSITION DESCRIPTION

The Logistics Lead brings skill as an administrative professional to undertake a variety of day-to-day office and clerical tasks. You will be an integral part of ensuring that our office operations run smoothly and we are successful in our mission to provide permanently affordable housing to low - and moderate - income islanders. The ideal candidate is organized, detail oriented, and has phenomenal communication skills. Should be comfortable interacting with people and able to carry out administrative duties with accuracy and speed.

JOB DUTIES

- Support processing donations and donation related record keeping.
- Work with E.D. to create and maintain a membership renewal and management system.
- Maintain annual contracts and renewals such as organizational registration and insurance.
- Help maintain records of organizational policies and procedures and update as needed.
- Support Bookkeeping: Bank runs, filing, administrative support.
- Maintain files and records with effective filing systems.

- Support staff team with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Help assist visitors when they arrive at the office. Monitor (low-volume) office phone and general email account.
- Monitor office supplies inventory and place orders.
- Open, sort, and distribute mail.
- Help coordinate and execute quarterly mailings, newsletters, social media, and other communications based projects.
- Work on website edits as needed. (Square Space)
- Assist with the preparation and coordination of mailings.
- Support the coordination and execution of fundraising events.
- Support volunteer coordination.
- Assist Board of Directors with maintaining minutes and ensuring their files are up to date.
- Assist with scheduling and coordinating meetings for Board and Staff team as needed.

REQUIREMENTS AND SKILLS

- Demonstrated experience in a related area.
 - At least 2 years of nonprofit or government experience preferred.
- Self-Directed
- Strong computer skills, excellent phone skills.
- Knowledge of basic banking/bookkeeping principles and office management systems and procedures
- Knowledge of MS Office. Knowledge of design software and mail servers (such as Canva) a plus.
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multitask.
- Ability to work independently and self-manage projects and tasks.
- Commitment to a collaborative staff culture and a focus on DEI strategies
- Reliable, patient, and committed to building a better world.

STAFFING AND OPERATIONS

Currently we operate with a 3-person FTE and the assistance of 2-3 contracted part-time support staff. Our operational funding comes nearly 100% from the generosity of islanders. Our office atmosphere is informal, collegial, and flexible including some working from home. To learn more about our work, visit www.hometrusted.org



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PAY AND BENEFITS

This is a non-exempt, part-time hourly position with a range of \$25-\$30* per hour depending on experience, and room to grow. Position has flexible scheduling but will require some evening and weekend hours. 15-20 Hours/Week.

**This is a new position to improve the performance of our growing organization. We envision the position growing into full-time as agency funding allows and the duties described below reflect the aspirational goals of this new position.*

Benefits: This position will provide sick and vacation time as designated in the Home Trust employee handbook:

Non-Exempt Employees at the HOME TRUST are entitled to accrue paid sick leave. This leave will accrue at 1 hour of paid sick leave for every 40 hours of work.

Non-Exempt Employees: Vacation will be accrued at the rate of 1 hour of vacation per 26 hours worked after 6 months of employment and 1 hour of vacation per 17.333 hours worked after 5 years of employment. Revised 5/31/18

To be considered for this position, please submit a cover letter and resume to amanda@hometruster.org by May 31st 2024. The Home Trust will conduct interviews through June with a goal of a July 1st start date.