San Juan Community Home Trust

**Executive Assistant**

Position Description

This is an exciting opportunity to help island residents attain permanently affordable housing in Friday Harbor. San Juan Community Home Trust (SJCHT), a Community Land Trust, is the only organization providing permanently affordable housing on San Juan Island. The Assistant Director is a multidimensional position, serving as the first point of contact for the public, working with providing information about homeownership opportunities to prospective buyers, mastering the details of both the USDA RD-502 mortgage and real estate closing process, records donor information, offers administrative support to the bookkeeper and Executive Director, and ensures a smooth-running office. The position is also called upon to assist the Board of Directors, as directed by the Executive Director.

**To apply**
Required: Cover letter, resume showing last ten years of employment, 3 references (at least 2 must be professional)

NO CALLS.

Submit By Email: info@hometrust.org, enter Subject line “Executive Assistant”
Or Submit By Mail: PO Box 2603, FH WA 98250
Or drop off: 435C Argyle Ave, FH WA 98250

Facets of the position:

1. Office duties (* denotes duties for which training is available as needed)
   - Competent in the use of Windows 7/8/10 in a networked environment, using & maintaining standard office equipment (telephone, printer, copier, fax), and moderate skill level with the Microsoft Office suite--examples of moderate skill level are:
     - Word: Create forms and mail merge documents; create, layout, and edit tables; insert a black & white graphic and recolor it.
     - Excel: Write a formula that includes addition, multiplication, division, and cell references; use logical operators; conditional formatting; edit cells in more than one workbook tab at once; customize print titles settings & content; change the minimum Y axis value on a chart.
     - Outlook: create, edit, rename, or delete contact groups; search for a received message, from a certain person, with an attachment.
     - PowerPoint: Change the front-to-back order of graphic elements; create and format speaker notes
   - Learn and master the membership/donor database, currently Donorsnap.
• Use and customize the appearance of the Chrome browser; adding and switching between multiple Google user accounts
• Use of the Google Calendar app; create and manage sharing of Calendar layers
• Use, including sharing management, of Dropbox app and browser versions
• Meet with public in reception area
• Answer & screen telephone calls and take complete messages; manage phone announcement & voicemail system
• * Explain community land trust to interested homebuyers and others
• Maintain adequate office supplies for operations
• Participate in organizing, filing, and archiving records in office and storage unit
• Destroy and dispose of certain legally outdated records.
• Organize and maintain electronic files on server.
• Have good spelling and grammar.
• Maintain a neat and well-organized office space.

2. Homebuyer services (* denotes duties for which training is available as needed)
• Explain the SJCHT Waiting List and application materials to prospective buyers, and assist them in filling them out.
• * Manage the homeownership process and work with homebuyers from application to closing.
• * Prepare the application packet, organize loan documents, fill in Packager Loan Narrative for USDA-RD 502 Loan, write cover letter, and prepare and mail loan applications
• * Enter buyer and sales information into Homekeeper, a database designed for community land trusts (on-line training sessions are available).
• * Work with prospective homeowners to help them pre-qualify for home ownership.
• * Work with providers of down-payment assistance, loans, and mortgages for homeowners. Develop, maintain, and monitor a wait-list of prospective home buyers.
• * Home sales: Prepare closing documents and coordinate closing process with lender and title company.
• Coordinate and provide homebuyer education and counseling to prospective home buyers
• Coordinate and assist in providing home owner education
• Schedule and attend Homeowner meetings
• Ensure that the Home Trust maintains ongoing communication with current and future residents.
• Coordinate resident recruitment as necessary.
• Support staff efforts with residents.
• Work with prospective residents to help them pre-qualify for home ownership.
• Interact with the USDA and other lenders for subsidized and unsubsidized mortgage loan applications

3. Program administration
   A. Property management
   • Track monthly homeowner dues/assessments and send reminders.
• Field and direct homeowner requests for maintenance and on assorted neighborhood issues.
• Track homeowners in arrears and escalate as needed
• Create and maintain operation & maintenance manuals for neighborhoods and individual houses as necessary

B. Fundraising
• Receive and sort donations
• Record donations accurately in Donorsnap using correct codes
• Notify Fundraising Committee of donations
• Produce fundraising materials such as thank you cards, postcards, brochures, and appeal letters.
• Occasionally prepare bank deposits

4. Other duties
• Participate (advisory role) on board committees, as assigned
• Gather and prepare information (such as applicant demographics) and report to board committees as tasked
• Work with Board President to prepare documents for the annual meeting, create board binders for new board members
• Maintain check log for donations and payments.
• Attend annual regional Community Land Trust meetings (optional)

Schedule:
• Initial six-month probationary period
• 20 hours per week. If possible, Monday-Friday until acclimated, then negotiable.
• SJCHT’s office hours are 9 am-5 pm, Monday-Friday
• There are occasional evening and weekend meetings and functions where occasional attendance may be needed: full board meeting one evening a month, most months; the annual member meeting is an evening in November.

Physical Demands:
• Sitting
• Walk, if desired, on errands.
• Moderate lifting on occasion, e.g. office supplies

Compensation:
• Hourly, DOE
• Statutory sick leave, vacation