



Office Assistant Part-time Position Description

To have a separation of duties between the Executive Director and the accounting, and to provide general office support, this position is an integral part of the Housing North team.

This person will coordinate and oversee administrative duties in an office and ensure that the office operates efficiently and smoothly. Their responsibilities include managing office supplies, opening and logging mail, entering information into accounting software and maintaining a monthly file for bills and invoices.

General Job Responsibilities:

Under the direction of the Executive Director, the Administrator will observe and assist with various projects for the organization. General responsibilities may include:

- In charge of functionality of the office and overall operations including support with basic bookkeeping, mailings and other responsibilities as needed.
- Writing Board meeting minutes monthly from zoom recording
- Attendance at workshops and events as needed.
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files for monthly bills and invoices
- Receive and sort incoming mail and deliveries and manage outgoing mail.
- Provide other administrative support as requested, including scheduling group meetings, maintaining calendars, doing research, and creating reports.

Other preferred qualities are:

- Ability to accomplish projects with little supervision.
- 2-5 years of work experience in an administrative/office management role
- Strong organizational and time management skills, and ability to prioritize.
- Strong communication and interpersonal and problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office and Google products including QuickBooks, excel, donor software.

Compensation is \$25 hour for up to 10 hours/week.

To apply:

Submit a cover letter and resume to yarrow@housingnorth.org by 3/1/2024. Position will remain open until filled.

About Housing North:

Founded in 2018, Housing North is a nonprofit organization that works to build awareness, influence policy, and grow capacity and resources for housing solutions in Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties. More information is available online at www.housingnorth.org.

Housing North provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, Housing North is committed to maintaining a workplace free from the abuse of drugs and alcohol.