



## Na Hale O Maui Administrative Assistant Job Description

### NA HALE O MAUI

Housing and Land Enterprise of Maui, dba Na Hale O Maui, is a non-profit Community Land Trust with a mission to *secure and preserve a permanent supply of affordable housing alternatives for low- and moderate-income households in Maui County.*

### ABOUT THE JOB

A highly skilled Administrative Assistant will work closely with the Executive Director and Staff to further the work of the Community Land Trust. The successful candidate will have an enthusiasm for nonprofit work and affordable housing and work in partnership with key members of the team. Candidates should be willing to work overtime as needed.

### RESPONSIBILITIES

Primary responsibility is to assist the Executive Director in refining and maintaining excellent day-to-day administrative tasks and procedures, and to assist the Housing Coordinator.

Duties include but not limited to:

- Review incoming/outgoing mail, screen telephone calls independently and pleasantly, as appropriate.
- Learn/master the use of internal software and filing systems for data collection, storage, and accurate reporting
- Internal maintenance of donor/membership databases, homeowner lease payments, and insurance renewals.
- Coordinate accounting receivables, payments, invoices, etc., with external Director, bookkeeper/Accountant/Auditor.
- Assignments that are complex in nature where independent action and initiative are required in making recommendations and resolving problems as appropriate.
- Participate in Board of Director meetings, staff meetings, offsite gatherings, all-hands and team events - coordinate all logistics, manage communications, track action items and key issues, accurate records maintenance.

## **QUALIFICATIONS**

Flexibility under pressure with frequently-changing priorities.

Proficiency in Microsoft Office and Adobe Acrobat.

Excellent interpersonal skills to maintain and develop successful relationships with both internal and external contacts and the ability to work with all levels of the organization

Strong decision-making skills when managing schedules, understanding the difference between urgent and important.

Exceptional problem-solving skills and ability to exercise extreme confidentiality.

Passion for Non-Profit work, for Affordable Workforce Housing

Bookkeeping and/or accounting experience is helpful.

High school diploma or equivalent; higher education preferred

Minimum 3 years of progressive administrative experience.

This job description is not intended to encompass all functions and qualifications of this position, rather they are intended to provide a general framework for the position.