

## **Administrative Assistant**

CommunityWorks in West Virginia creates housing and community development solutions for West Virginians through a network of member organizations. Formed in 1991, CommunityWorks has served to unite local housing-related agencies and organizations to assure safe, affordable housing for over twenty-nine years. Representing twenty-seven organizations, CWWV provides a variety of services to its members through technical assistance and training, innovative mortgage lending products, and member support programs including advocacy at the federal and state levels. CommunityWorks is a chartered member of NeighborWorks America and a certified CDFI with the US Treasury.

### **Duties and Responsibilities**

The Administrative Assistant will provide executive and administrative support to the Executive Director and other staff working at the main office and the newly developed Home Ownership Center. The ideal candidate must be well organized, can work for a group of diverse staff, and adapt to a dynamic environment and can work independently. Duties include general clerical and technical functions, receptionist, processing mail, and Other duties and responsibilities as follows:

Answer telephones and meet and greet the public.

Setup and coordinate all meetings.

Handle all office correspondence, travel, schedules, registration, logistical arrangements, Responsible for calendar management, requiring interaction with both internal and external parties to coordinate a variety of meetings and/or events.

Prepare and distribute various types of written communications such as mail merges, electronic weekly calendars, e-mails, meeting minutes, etc.

Accurately record the transactions of official meetings and disseminate minutes to those in attendance.

### **Qualifications**

Applicants should have the following qualifications:

Bachelor's degree and a minimum 3 years of administrative support or experience/education equivalent.

Excellent organizational skills and ability to multi-task.

Attention to details.

Ability to successfully create and/or modify processes.

Excellent communication skills, both verbal and written.

Ability to effectively utilize all Microsoft Office products.

“CommunityWorks in West Virginia, Inc. is an Equal Opportunity Employer”