

EXECUTIVE ASSISTANT

Arundel Community Development Services, Inc. (ACDS) is an innovative and well established nonprofit organization created by Anne Arundel County to create housing and community development opportunities for low income households and underserved communities. Arundel Community Development Services, Inc. manages over \$25 million in federal, State and local housing and community development funds. The organization makes investments in the development and preservation of affordable rental housing communities, homeownership opportunities, community development projects and programs serving those most in need. In addition to administering funds to subrecipient partners, ACDS directly implements several programs that serve low and moderate income clients directly, including an award winning Eviction Prevention Program, Property Rehabilitation Program and suite of homeownership counseling programs.

SUMMARY

Are you interested in growing your skill set performing diverse assignments in the housing and community development field? ACDS is a mission oriented organization is committed to performance, quality and innovation. Our diverse team members are passionate about serving the community.

ACDS is seeking a professional who can support the organization's Chief Executive Officer (CEO), support organizational priorities and housing and community development initiatives, manage the daily administration of the Executive's office and serve as a liaison with both internal and external stakeholders. Other responsibilities include supporting internal and external communications and public relations and developing funding proposals, funding agreements, policies and procedures, and reports and presentations on behalf of the CEO and the organization. Daily administrative duties include developing and maintaining files, managing the CEO's calendar, timekeeping and approvals, formatting documents and mail management. This professional level position offers the opportunity to grow your skill set in developing and executing administrative procedures as well as executing key duties to develop successful housing and community development projects and initiatives, including affordable housing communities, grant management for nonprofits, strategies to address homelessness, and community facilities.

QUALIFICATIONS

A Bachelor's Degree with three to five years of related experience; or any equivalent combination of education, training and experience, which provides the necessary knowledge, skills and abilities.

Ability to comprehend and correctly utilize a variety of technical tools and software, including Microsoft Office applications, various databases, Zoom, MailChimp (or similar) and WordPress.

SKILLS

Ability to comprehend and correctly utilize a variety of technical tools and software, including Microsoft Office applications, various databases, Zoom, MailChimp (or similar) and WordPress.

SALARY /BENEFITS

Salary ranges from the high 50's to high 60's depending on experience. ACDS offers a competitive package that includes medical, dental, vision, paid time off, 403b with 12% employer contribution, group life insurance and free parking.

LOCATION: Annapolis, Maryland

SCHEDULE: Full-time 40 hours per week

HOW TO APPLY

Please email your cover letter and resume to hrresumes@acdsinc.org.

ACDS is an Equal Opportunity Employer.

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