



**HEARTLAND
HOUSED**

Heartland HOUSED Administrative Assistant

Summary:

The Administrative Assistant (AA) provides administrative support to the Heartland HOUSED staff to assist in the day-to-day operations and special initiatives for the organization's efforts to end homelessness. The AA will support the staff's administration of funding, community engagement, data and reporting, and oversight of the coordinated entry system. The AA also provides high-level support to Strategy Board members, Heartland Continuum of Care Board members and the HCoC General Membership.

The position will work as part of a dedicated team to accomplish the goals of Springfield & Sangamon County's Strategic Plan to Address Homelessness. The Administrative Assistant reports to the Heartland HOUSED Executive Director.

Position Duties and Responsibilities:

- Support and assist with daily office operations
- Receive, triage and respond to/forward for response incoming general office phone messages, emails and website inquiries
- Distribute meeting minutes and other essential items to board members as directed
- Maintain the Heartland HOUSED website and public calendar
- Organize and plan for blog posts; social media presence; website events page updates
- Provide support for the Sangamon Housing Help Line
- Prepare and send calendar informations and public notices of meetings as necessary
- Prepare reports and in-house publications
- Email and physical mail contacts with community members and donors,
- Tracking information in databases and utilizing HCoC Homeless Management Information System
- Light accounting record keeping,
- Recording minutes for meetings of the Board of Directors, General Membership, Strategy Board and other task groups as necessary
- Creating and maintaining systems to ensure an organized office environment
- Inventory and maintain equipment records, location, identification
- Order and keep organized all office supplies
- Oversee shared areas of the building to ensure no overlap between employee meetings and activities

Experience, Skills and Qualifications

- High school diploma or GED and at least two years of experience in administration, data entry, office organization or other relevant experience are preferred. Additional appropriate education may be substituted for experience or additional directly related experience may be substituted for education.
- The AA must be creative, organized, have experience with data entry, office organization, social media, and excellent writing skills. The ideal individual will have the ability to exercise good judgment in a variety of situations, have administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. We are looking for a motivated team player, who is detail-oriented, able to work independently, and has effective general computer skills.

The Administrative Assistant is a full-time, salaried position and will be a Sangamon County employee. The starting salary range for the position is \$35,008 to \$ 43,760, with health, dental, life, and vision insurance and retirement benefits provided through Sangamon County. Time off includes 2 weeks paid vacation, 12 paid sick days, 3 paid personal days, and 13 paid holidays per year.

To apply, send your resume and three letters of reference to heartlandcontinuumofcare@gmail.com.