



Position Title: Executive Assistant
Department: Housing Operations & Client Services

SUMMARY:

The primary purpose of this position is to provide administrative support to the SVP of Housing Operations and Client Services for Fort Worth Housing Solutions, and other executive staff as needed. The Executive Assistant – Housing Operations is responsible for performing confidential professional administrative duties with discretion and attention to detail, exercising independent judgment for many of the job tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

1. Manage administrative logistics of the department, including calendar and meeting management and coordination; processing and responding to mail and correspondence, greeting and directing guests
2. Screen phones and emails from clients and outside parties; gather information, answer routine inquiries, and direct to internal staff or external resources as needed.
3. Coordinate departmental meetings within the company, including distribution of invitations, gathering information, preparation of printed and PowerPoint materials and presentations, and arranging catering or refreshments.
4. Prepare statistical reports, spreadsheets, logs, and agendas and prepare and file HUD required reporting
5. Maintain records and files.
6. Distribute written and electronic outgoing correspondence and notices received from HUD, professional housing organizations and agencies to the executive staff.
7. Greet visitors and direct them to meeting rooms.
8. Handle routine and complex inquiries from citizens, employees, and clients.
9. Maintain permanent organizational paperwork, site maps and minute books of FWHS and its affiliates.
10. Monitor HUD notices and regulations for new policies or revisions and distribute as needed.
11. Process invoices and reimbursements.
12. Schedule meetings and appointments as directed.
13. Post notice of meetings as required by the Open Meetings Act.
14. Design and create information fliers, forms, brochures, and other presentations as necessary.
15. Update agency information on professional organization sites and other government agencies.
16. Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Associates Degree in business or related field from an accredited college or university. Minimum five (5) years progressive experience in office management or as support to senior staff or an equivalent combination of education and experience.
- Must possess a valid Texas Driver's License and have a clean driving record (fewer than 3 moving violations in the last 3-year period) and must maintain licensure and clean driving record for the duration of employment.
- Must be eligible to be insured under FWHS's fleet insurance policy.

EXPLANATION OF HIRING PROCESS:

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All applications for open posted positions must be submitted via email to asmith@fwhs.org. We encourage you to visit our website often to view and apply for vacant positions with the agency.