

**Position Title: Special Assistant to the President**  
**Department: Executive**



**SUMMARY:**

Under general supervision of the President/CEO, this highly responsible position will provide a broad range of high-level administrative services, executive support, and special project coordination for the Fort Worth Housing Solutions. This position will prepare correspondence and reports in written and electronic formats. Responsible for general office management and a variety of administrative tasks. Coordinates monthly meetings. Candidates for this position will handle “highly” confidential information and must possess a work ethic founded in honesty, dignity, integrity, self-respect, and trust. All activities must support the FWHS mission and strategic goals / objectives.

**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. Serves as back up and cross trains with Executive Admin/Board Liaison which includes:
2. Oversees and manages the day-to-office administration of the Executive Office.
3. Coordinates meeting calendar, and administrative support to the President/CEO including preparatory work for Board of Commission meetings, preparing Board meeting agendas, dealing with Board governance issues, and assembling Board meeting packets and uploading documents and information to online Board communication tool, posting public notices, transcribing, and preparing Board meeting minutes/resolutions/reports, etc.
4. Coordinates communication with Board members, the Department of Housing and Urban Development (HUD) and other relevant agencies, agency staff, clients, vendors, partners, and the public.
5. Manages, leads, and administers various special projects relating to FWHS as directed by the President/CEO.
6. Prepares correspondence of a general, specialized, and confidential nature; performs various clerical jobs, such as filing, telephone screening, greeting, etc.; receives calls and responds to inquiries from staff, FWHS Commissioners, residents, clients, vendors, service providers, etc.
7. Coordinates the distribution of information coming in and out of the Executive Office.
8. Coordinates specific administrative contracts / agreements on behalf of the President/CEO.
9. Reconciles monthly billing activities / expenditures incurred by the Executive Office.
10. Manages logistics related to training and travel on behalf of the President/CEO or other Executive Office team members, and Board members.
11. Implement reporting for all department and coordinates dashboards for Executive Staff.
12. Performs other related duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor’s Degree in business, management, public administration, or related field and a minimum of three (3) years of experience in an administrative or project coordination/management role. An equivalent combination of education and experience may be considered.
- Employee must possess a valid Texas driver’s license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority’s fleet auto insurance.

**SKILLS AND EXPERIENCE:**

- Previous experience in administration of Boards of Commissioners activities and/or previous public housing authority administration is strongly preferred.
- Must possess strong writing, research, and analytical skills, as well as the general ability to express ideas effectively both orally and in writing.
- Excellent communication and interpersonal skills.
- Excellent attention to detail and follow-through
- Strong sense of initiative and autonomy
- Experience resolving problems and making recommendations
- Ability to manage multiple tasks and activities
- Experience creating organizational systems

**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](mailto:asmith@fwhs.org). We encourage you to visit our website often to view and apply for vacant positions with the agency.