

Office Administrator
Job Description
West Hennepin Affordable Housing Land Trust
dba
Homes Within Reach

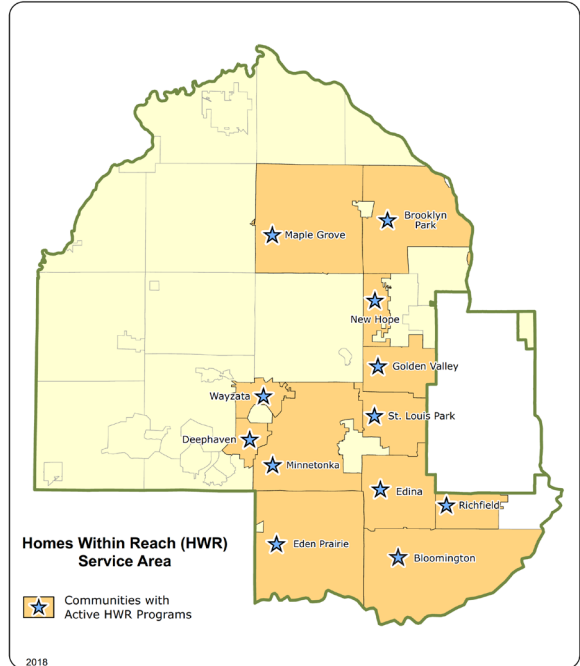
West Hennepin Affordable Housing Land Trust is a nonprofit, community-based affordable housing land trust, providing service since 2002 to suburban communities in Hennepin County.

The vision of the organization is to transform people lives through homeownership through its mission of creating and preserving affordable homeownership for low and moderate income households.

Organization is searching for Administrative Coordinator who can work with a small staff in Minnetonka, MN.

The Administrative Coordinator position is a 32 hours a week (Monday through Thursday) opportunity to work with the HWR staff to meet the goals and objectives of the organization in meeting its mission of creating and preserving affordable homeownership in the suburbs of Hennepin County, by using the Community Land Trust practice.

Job Description is as follows:



Administrative Coordinator

Major Responsibilities

Administrative/ Data Base/ Applicant Process:

1. Manage marketing, mailing and electronic data base.
2. Participate with staff in updating the website and social media calendar.
3. Participate with staff in managing phone inquiries.
4. Work with Homeowner Services Manager and prospective applicants to ready them for purchasing a HWR CLT home - completing homebuyer process.
 - a. Respond to and manage inquiries.
 - b. Assist with document collection.
5. Manage the HomeKeeper Data System and other monitoring spreadsheets.
 - a. Create and update records, applications and data bases with personal, financial and other data.

- i. Insert customer and account data by in putting text based and numerical information from source documents within time limits.
 - ii. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
 - iii. Generate reports/charts from data system.
6. Manage office equipment (except computers) and order supplies
7. Work with Executive Director on acquisition and sales of properties
 - i. Setup and cancel utilities
 - ii. Setup and cancel insurance
 - iii. Setup and cancel lawn/snow service
 - iv. Schedule closings
8. Other Duties as assigned.

Compliance Activities:

1. Support compliance activities for CLT funders and program requirements as requested by management
2. Maintain accurate reporting calendar and check lists.
3. Assist in compilation of reports.

Homeowners:

1. Assist Homeowners Services Manager with post-purchase support to HWR homeowners, including referrals for foreclosure prevention, credit counseling, insurance compliance, and maintenance.

Minimum Qualifications

- Proficient with Microsoft Office Products: Word, Excel, Publisher and Outlook and Word Press and be able to learn and manage data systems.
- Good time management skills, the ability to multi-task and prioritize work as an independent work.
- Attention to detail and problem-solving skills.
- Proven data entry work experience.
- Ability to work with a small team in accomplishing job responsibilities.
- Good verbal and written communicate skills and interpersonal abilities with all customers and stakeholders of the organization.

Submit your resume to info@homeswithinreach.org