

Administrative Coordinator Job Description

Homes Within Reach is a nonprofit, community-based affordable housing land trust, providing service since 2002 to suburban communities in Hennepin County.

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

The Administrative Coordinator position is 22 hours a week (Monday through Thursday 9:00 am to 3:00 pm) 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/ Data Base/ Applicant Process:

1. Manage marketing, mailing and electronic data base.
2. Participate with staff in updating the website/social media.
 - a. Develop marketing materials as requested by Executive Director
 - b. Help develop newsletters
3. Distribute general emails and phone calls to the appropriate person for response
 - a. Track number of inquiry phone calls taken
4. Assist the Homeownership Services Coordinator as needed to complete the applicant/homebuyer files.
5. Assist with Homekeeper data entry
6. Assist with sorting incoming mail
7. Assist with recording of ground lease payments in accounting system
8. Assist the Project Administrator with filing, insurance compliance, annual property tax review and outgoing mail.
9. Other projects as requested by Executive Director or Program Administrator

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.