Development Assistant

General Statement of Duties: The Development Assistant's primary responsibility is to provide administrative assistance, service and support to the Chief Executive Officer with ancillary administrative support to the General Counsel, President and members of the Development Team. This position should have an understanding of the business to ensure that projects and tasks are managed and completed in a timely manner.

Supervision Received: Reports to CEO

FLSA status: Non-Exempt

Essential Functions of the Position: (Any one position may not include all of the duties listed, nor do the listed examples include all that may be found in positions of this class.)

- Graphic design of corporate collaterals, advertisements, and brochures.
- Creation and production of presentations and other corporate informational materials.
- Assist with the implementation of a new information management system, including research, document collection, data abstraction, report testing and proof reading, ability to organize data and summarize issues, identify inconsistencies, and assist in variance resolution. Requires attention to detail/critical thinking.
- Writing, coordinating, and working on press releases and other public relations activities.
- Handles telephone calls from both internal and external sources.
- Event planning and coordination, including organizing attendees, generating program ads and facilitating information.
- Works independently and within a team on nonrecurring and ongoing projects. May act as a project manager for special projects which include: planning and coordinating multiple presentations and disseminating information.
- Types and designs general correspondences, memos, reports, charts, tables, graphs, spreadsheets, business plans, PowerPoint presentations, etc. using Microsoft Office applications and InDesign.
- Provides administrative support to the company executives in a variety of capacities including, scheduling, telephone coverage, copier projects, fax and mail handling, filing, supplies control, processing of letters/correspondence, report generation, invoice/expense reporting, database management and assisting with completion of specially assigned projects.
- Process monthly expense reports and bi-weekly timesheets.
- Enforces and adheres to company policies, rules and regulations.
- Maintains extreme confidentiality.

Minimum Qualifications

Education: Associates degree or equivalent experience (business management, operations, communications, administrative support desirable)

Qualifications, Abilities and Skills: Proficient in InDesign & Microsoft Excel. Experience in graphic design, marketing & public relations, and affordable housing programs.

Strong project management, analytical and creative thinking skills required. Ability to work autonomously with very little supervision. Advanced proficiency with Microsoft Applications including Excel, Outlook, PowerPoint, Word. Fluent in English. Basic math skills required for income computations and budget preparations. Strong oral and written communication skills. Highly organized and detail oriented, graphic design eye needed.   Ability to work in a fast paced, flexible, collaborative environment where priorities change daily. Deadline driven. Demonstrates strong initiative and high level of professionalism. Ability to enforce and adhere to company policies, rules and regulations. Fosters positive, active and collaborative relationships at all levels throughout the organization and with associated agencies.   Maintains extreme confidentiality of all corporate, personnel and research matters.

Beacon Core Competencies:
Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.

Beacon Functional Job Competencies:
Communication, Quality, Interpersonal Skills, Personal Organization, Productivity, Computer Skills.

Travel requirements: May occasionally visit properties and attend offsite meetings/training seminars.

Beacon is an Equal Opportunity Employer.

If interested please send your resume to Careers@BeaconCommunitiesLLC.com and type Development Assistant in the subject line. Thank you!