

## **RIHousing – Administrative Assistant**

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

This position is accountable for providing accurate and timely confidential administrative support to the Homeownership Division Director and other senior division staff as needed.

### **What you'll do on a daily basis:**

A sampling of the incumbent's daily tasks is as follows:

- Prepare routine correspondence and mass correspondence, handle telephone inquiries
- Ensure that Agency program materials and information sources are made available to clients and constituents
- Process incoming/outgoing mail, maintain records retention system, manage office supplies, and schedule meetings and conferences
- Processes check requests, prepare board presentation packages, maintain program manuals, and maintain databases.
- The incumbent also plays a key role in the development and execution of Homeownership's Homebuyer Education curriculum and platforms.
- Based on the incumbent's area of expertise and experience level, he/she also performs specialized, technical functions as assigned. These may include, but are not limited to, monitoring and reconciling budgets; designing forms and databases; and performing research duties.

### **What you'll bring to the team:**

- Provide accurate and timely confidential administrative support to the Homeownership division Director and other division staff as needed.
- Perform required administrative and research duties and accurate record keeping.
- Assist and manage homebuyer education registration and data
- Provide program information and referral to clients and constituents.
- Perform special projects, research and reporting as assigned.
- Project a positive corporate image through professional contact with all constituencies.

### **What you'll need to succeed:**

- Minimum of three years administrative experience, preferably in the financial services field

- Proficiency in Microsoft Office software package
- Ability to work in multiple-project environment
- Bilingual ability preferred (particularly Spanish or Portuguese)
- Associate or Bachelor's degree preferred

### **Why RIHousing**

- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019
- Worksite Health Award 2013-2019

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.

