

# Job Posting

May 10<sup>th</sup>, 2019

Please Fax resume to 561-243-7501 or

Email to [dobson@mydelraybeach.com](mailto:dobson@mydelraybeach.com)

The Delray Beach Community Land Trust is 501 (c) (3) non-profit business seeking an energetic, conscientious and detail oriented individual who desires making a difference by joining a team that is professional and customer service oriented.

**Position:** Administrative Assistant

**Reports to:** Chief Executive Officer

**Pay Range:**

\$12.00 – 15.00 an hour

**Type of position:**

X Full-Time

**Hours** 40 **weekly**  
(subject to change)

## Purpose of Job:

As an Administrative Assistance you will be responsible for providing support to ensure efficient operation of the office. You will support staff through a variety of tasks related to the program services offered by the organization.

## Essential Responsibilities:

Provides a full range of administrative, clerical and office support including, but not limited to:

- Answering phone calls, ordering supplies, distributing mail, filing and other projects assigned
- Provide general support services to other staff members, Housing Coordinator and Housing Manager
- Maintain daily property management journal and ledger entries
- Interact with clients and visitors
- Produce and Distribute correspondence, memos, faxes and forms
- Coordinate assembling and distributing agenda materials, and reporting

## Requirements:

- Team-oriented, self-starter and dependable
- Perform general office administrative activities as assigned
- Strong communication skills both verbal and written
- Ability to manage multiple tasks and achieve deadlines under pressure
- Attention to detail and problem solving skills
- Proficient in MS Office suite, Email, Internet

## Work Demand:

- Hours may not exceed 40 hours per week without prior approval

## Qualifications:

- Bi-lingual, preferably fluent in Creole
- Experience working in a customer oriented and professional environment
- High school diploma, professional training, possession of a degree or a minimum of three (3) year's experience
- Computer literate
- Ability to enter data accurately

## Supervision

Work under the direct supervision of the Chief Executive Officer

**Approved by:** Evelyn Dobson

**Title:** Chief Executive Officer

**Date posted:** 05/10/2019