



Housing Administrative Coordinator

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Provide leadership and management for assigned programs, ensuring milestones and targets are met.
- Assist in scope development for projects, including visiting sites and working with clients.
- Establish and maintain spreadsheets, databases, and other electronic recordkeeping to track and document projects.
- Provide hospitality and information to visitors, volunteers, callers, and online inquiries.
- Maintain accurate tracking for approximately 50 projects across multiple queues and funding sources.
- Ensure accurate and timely data entry of all project information into electronic format.
- Processes applications and compliance paperwork, sometimes working on site with clients.
- Maintain hard copy documentation for grants and project files, including application documents, permits, bids, etc.
- Collaborate with staff and community members to achieve target goals.
- Assist with departmental organization and communication tasks.
- Run reports and assist with analysis, dashboards, and reconciliation.
- Do routine data maintenance tasks to ensure accuracy.
- Recommend process improvements for increased efficiencies.
- Display and promote company values.
- Regular attendance as determined with your leader.
- Assist Neighborhood Building Team members as needed.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization's mission, including treating all people as gifted.

- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Exceptional organizational skills.
- Excellent attention to detail and accuracy.
- Self-motivated and able to consistently meet deadlines
- Detail and paperwork focused.
- Strong analytical skills to identify and resolve problems.
- Ability to handle sensitive and confidential situations and documentation.
- Strong commitment to creating a positive client and volunteer experience.
- Good written and verbal communication skills with professional demeanor.
- Ability to work in fast paced, rapidly changing, and regulated environment.
- Effective in time management and managing multiple priorities.
- Demonstrated ability to learn and apply new approaches.
- Proficient in Microsoft Office Suite products and ability to learn new systems quickly.
- Outstanding customer service skills
- Strong written and verbal communication skills with prevalent professional demeanor

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- 2+ years of related education and/or experience in office administration and bookkeeping required.
- Basic understanding of technology systems in an office environment

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sit an average of 7-8 hours per workday.

- Stand an average of less than one hour per workday.
- Walk an average of less than one hour per workday.
- Bend/Stoop – Rarely (1-2 times/day).
- Squat – Rarely (1-2 times/day).
- Reach above shoulder level – Rarely (1-2 times/day).
- Up to 10 lbs of weight carried – Occasionally (1-4 times/hour).
- Up to 10 lbs of weight lifted – Occasionally (1-4 times/hour).
- Hands used for repetitive action: Fine Dexterity (i.e., .typing, writing, filing) – Constant (greater than 25 times/hour).

BENEFITS

Benefits include PTO, Health Insurance, Simple IRA match, Short-Term Disability, and paid holidays. Access to Dental Insurance, Vision Insurance, FSA and HSA is also available.