



## Administrative Assistant

Capital Access, Inc. welcomes qualified professionals to apply for the Administrative Assistant role to support our growing HUD Technical Assistance and Consulting team.

Established in 1995 and based in Philadelphia, Capital Access is a remote consulting and program management firm that specializes in housing and community development. We have served as a technical assistance provider under HUD's Community Compass Technical Assistance Program since 2000 and under HUD's Distressed Cities Technical Assistance Program since 2023, helping hundreds of state, local and tribal grantees build capacity and design responsive, impactful programs. We offer expertise in CDBG, HOME, disaster recovery and mitigation, Section 108, COVID relief programs, cross-cutting topics and beyond. Please see [www.capitalaccessinc.com](http://www.capitalaccessinc.com) for more details on our core services and impact.

The Administrative Assistant will report to the Director of Policy and HUD Technical Assistance and provide a range of administrative, contract management, office systems and marketing support. The ideal candidate will be detail-oriented, collaborative, and committed to delivery of high-quality administrative support services in accordance with our core values of being:

- Proactive
- Discerning
- Integrity Driven
- Collaborative
- Innovative
- Kind
- Accountable

### You may be a great fit for this role if...

- You are highly organized, conscientious and detail oriented.
- You enjoy interacting with people from a variety of different backgrounds and treat everyone you meet with dignity and courtesy.
- You take pride in maintaining a calm, organized virtual office environment that supports colleagues in providing exceptional client service.
- You have excellent oral and written communication skills.
- You have the integrity, time management and collaboration skills to work remotely as part of a team.

### Responsibilities

- Coordinate availability and schedule meetings between Capital Access staff, clients, and/or affiliate consultants.
- Organize and maintain digital files related to HUD Technical Assistance and private consulting engagements.

Helping communities thrive.

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- Support the Senior Consulting and Executive staff by assisting with communications, coordination, proposal submissions, management, and special projects.
- Prepare for meetings, events, and presentations. Take notes and distribute follow-up actions.
- Arrange travel itineraries and related accommodations.
- Proofread and edit outgoing correspondence, proposals, and marketing materials.
- Other duties as assigned.
- Organize and maintain shared file folders and document templates.
- Participate in training programs related to organization & office management systems.
- Support affiliate consultants and other aspects of HUD Technical Assistance services.

### Required Qualifications

- Bachelor's degree and two years' experience in an executive level administrative position with progressive responsibility, OR equivalent related work experience.
- Excellent attention to detail, organization, and time management skills.
- Ability to multitask, prioritize, and work effectively and collaboratively in a fast-paced environment, both on a team and individually.
- Ability to work collaboratively and build trust with both clients and colleagues.
- Strong sense of integrity and proven ability to maintain discretion and confidentiality.
- Ability to anticipate upcoming needs and potential problems, approach them with a positive problem-solving mindset, and communicate them to supervisor.
- Excellent computer, internet, and project management information system skills with proficiency in MS Office 365 applications (Word, Excel, and PowerPoint).
- Excellent interpersonal, phone, and written communication skills.

### Preferred Qualifications

- Experience providing administrative support in housing, community development, state or local government, and/or HUD or other federal programs.
- Qualified individuals with lived experience as members of vulnerable populations or recipients of HUD assistance are encouraged to apply for this position.
- Fluency in Spanish or another language.

### Employment Terms

- This is a remote, non-exempt, full-time position.
- Salary will align with skills and experience. This position is eligible for periodic bonuses based on performance.

- Capital Access offers a competitive benefits package including health, dental and vision insurance and matching contributions to SIMPLE retirement plan up to 3% of annual salary.

**Contact**

Please email resume and letter of interest to [recruitment@capitalaccessinc.com](mailto:recruitment@capitalaccessinc.com). Capital Access reserves the right to request more information to help evaluate applicant qualifications and is under no obligation with respect to this job posting. Capital Access is an Equal Opportunity Employer.

Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor. Qualified minority candidates are encouraged to apply. Misrepresentation of your experience or education or providing false or fraudulent information in connection with your application may result in disqualification from the hiring process or termination of employment.

**Thank you for your interest in Capital Access!**