



Administrative Assistant

HUD Technical Assistance and Consulting team

May 2024

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 for details.

The Administrative Assistant will report to the HUD Technical Assistance Production Lead and provide a range of administrative, contract management, office systems and marketing support. The ideal candidate is organized, 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.
- 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.

Helping communities thrive.

- 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 an at-will, exempt, professional full-time professional employee position.
- Compensation is set to align with experience and expertise. The position is eligible for periodic bonuses based on performance and overall profitability of the firm.
- The position is eligible for health, dental, and vision insurance and retirement plan.

Work Environment

Capital Access is a remote company. We have shared office space in Philadelphia. This position may involve some periodic travel.

Contact

Candidates with the above skills and experience are encouraged to your resume, cover letter and two references to recruitment@capitalaccessinc.com and gj@capitalaccessinc.com.

All duties and responsibilities listed are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The

omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

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.

Hiring is contingent upon satisfactory results of employment and background verification. This job description does not constitute an employment agreement and is subject to change by the employer as the needs of the business and requirement of the job change. Capital Access reserves the option to request more information as needed.

Thank you for your interest in Capital Access!