



Alliance for Housing- administrative coordination and organizational support for the Alliance for Housing and its - committees, workgroups, leadership, and community

Executive Administrator, full time position opening

The Executive Administrator will play a critical role with the administrative needs for the Alliance for Housing, Oakland County's continuum of care. The ideal candidate for this role is a person who is a "self starter" and enjoys working with a diverse group of organizations and people.

This position is remote, with the exception of mandatory in-person meetings, trainings, or other organizational activities as required. Employees are expected to maintain a suitable and secure remote work environment that supports the responsibilities and requirements of the position. Employees must obtain prior approval from their supervisor before working from a location other than their approved remote work location. This includes working temporarily from another residence, traveling while working, or working from another city, state, or other location. Employees are responsible for ensuring they are available during their scheduled work hours and able to attend all required in-person meetings and activities.

Administrative:

- Attends and completes Alliance for housing workgroup, committee and board meeting minutes
- Schedules meetings, sending out meeting polls, keeping roster of meeting contacts, sending meeting reminders
- Assists grant and community manager in updating and in the development of new continuum of care policies and procedures
- Assists ED in the preparation of slide presentations, letters of support, and community advocacy letters, meeting agendas and creates Alliance board meeting agendas and content (with the assistance of committee chairs for report outs)
- Manage the Coordinated Services Agreement MOU
- Updating the website
- Adding people to the Alliance listserv.
- Serves as a central administrative point of contact for Alliance members, committees, and community partners.
- Maintains consistent organizational processes and assists with implementation of Alliance policies and procedures.

Skills and Specifications:

- Great verbal and written communication and skills.
- Accomplishes organization's mission by completing related actions as needed
- Enjoys interaction with others, including in a group setting with diverse backgrounds

Community engagement:

- Assist the grant and community manager in the annual Point in time (PIT)
- Assist in branding the Alliance for Housing by building relationships with current and engaging with new community partners
- Other duties as assigned





Minimum requirements:

- Be a U.S. citizen, U.S. national or a lawful, permanent resident of the U.S. and provide a copy of a birth certificate, passport or permanent resident card to prove citizenship
- Bachelors or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Complete a criminal history check
- Possess proficiency with Microsoft Office, Zoom, and Wix
- This position will require local travel and a person must have their own vehicle for use.
- Be able to interact respectfully with individuals from diverse socio-economic backgrounds

Please send a resume to Leah McCall at Lmccall-alliance@oaklandhomeless.org