



Community Land Trust of Schenectady, Inc.

1677 Van Vranken Avenue, Schenectady, NY 12308

PLEASE POST: JOB ANNOUNCEMENT

Community Land Trust of Schenectady, Inc. is a non-profit housing organization working to provide homeownership opportunities in the City of Schenectady to low and moderate-income families. We are seeking a Full-time Administrative Assistant to assist with the daily operations of our Agency.

Job Description

Administrative Assistant

Qualifications:

This position requires a friendly and outgoing person with excellent communication, writing, organizational skills and common sense. Typing, computer, financial literacy skills a must. Candidate needs to be self-motivated and able to take some initiative as well follow directions. Needs to be able to set limits and handle occasional difficult situations. Needs to have a strong sense of attention to detail and the ability and desire to learn. Knowledge of Spanish language also helpful but not necessary.

To Apply:

Submit resume to: Beverly R. Burnett, Executive Director, Community Land Trust of Schenectady, Inc., 1677 Van Vranken Avenue, Schenectady, NY 12308. or fax to (518) 346-3939 or e-mail, BBurnett@CLTofSchdy.org



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Duties and responsibilities:

Type all necessary correspondence of organization such as: client communications, leases, contracts, etc. Create and maintain administrative documents and letters as necessary.

Answer phones and scheduling of appointments. Respond to requests for information, answering basic questions about program details. Redirect calls and make referrals. Knowledge of the Land Trust model required and other programs helpful.

Be a liaison between, clients/tenants and the organization.

Maintain office calendar and bulletin boards.

Handle all mailings such as: monthly billing, invoices, meeting notices, tenant reminders, etc.

Monitoring office supplies, coordinate maintenance and repair of office equipment, handle issues with vendors and monitor all accounts.

Responsible for organization of office filing system, filing, photo copying, etc.

Support outreach efforts.

Keep a database of all volunteers and clients for the organization, help recruit and organize volunteers for workdays and events.



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Maintain database of organization membership, send out renewal letters, invitations to events and meetings, membership cards, welcome letters. As well as maintain address data base, etc.

Intake and processing of work orders for rental unit repairs. Help coordinate scheduling for the inspections and repairs.

Receive payments, for leases, rentals, membership, fund raising events and process receipts.

Support application intakes for all program.

Other duties as requested by the Executive Director

Salary range \$12 - \$15 an hour based on knowledge and experience.

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