

Title: Administrative Program Assistant (Bilingual-Spanish)

Salary Range: \$40K - \$42K, + Full Benefit package

Reports To: Executive Director

Last Update: March 9, 2022



About Durham Community Land Trustees, Inc.:

DCLT builds strong communities by developing, managing, and advocating for permanently affordable housing that offers Durham residents with low and moderate incomes a stable foundation for achieving economic security.

Job Description

Summary of Responsibilities:

The Administrative Program Assistant is a full-time position under the direct supervision of the Executive Director. The Administrative Program Assistant is the first point of contact for office visitors to DCLT; responsible for managing communication processes within DCLT (answer phones, manage website, newsletters, external communication to Board of Directors, donors, etc.); provides administrative support to all program areas of DCLT; assist with planning and organizing events/activities of DCLT; and maintains office administrative functionality of DCLT.

Responsibilities include (abbreviated):

General Administrative Duties:

- Be first point of contact - able to provide fluent Spanish/English written and oral communication to visitors and residents.
- Answer phone and route calls to appropriate person.
- Open mail daily.
- Provide organizational support for events, such as fundraisers and annual meetings.
- Provide administrative support for the Board of Directors.

Communications and Development Support:

- Manage DCLT's website and social media presence (i.e. WordPress, Facebook, Twitter, Newsletter).
- Write and edit quarterly newsletter, and resident communications (CANVA).
- Maintain donor database, assist with campaign/fundraising events and mailings.
- Support correspondence to DCLT donors.

Program Area Support:

- Provide administrative support to various program areas of DCLT – Property Management, Accounting, Project/Asset Management, Executive Management.

Other tasks as assigned by the Executive Director.

Skills: Proficiency with word processing, data management and storage; IT troubleshooting; social media communication, website management.

Education: Bachelor's degree or higher desired.

Experience/Other:

- **SPANISH LANGUAGE PROFICIENCY REQUIRED, ORAL AND WRITTEN.**
- Excellent written and verbal communication skills.
- Preferred candidates will also have experience with a nonprofit organization.
- Extensive working knowledge of Microsoft Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Residents of Durham or adjacent cities preferred.
- Ability to work independently.
- Possess a pleasant personality and ability to work with a diverse group of people.

Qualified applicants should submit resumes to info@dclt.org

Position open until filled.