



Special Assistant to the President/CEO Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Summary: The Special Assistant to the President/CEO is responsible for some organizational management oversight, administrative tasks, and external partner relationships as directed by the President/CEO. This position will manage assigned projects from planning through completion of execution. This position will also provide support for other areas in the organization. **(Hybrid work environment, intermittently)**

Essential Functions & Other Responsibilities:

- Assist President/CEO in oversight of Beyond Housing's Strategic Plan, including monitoring the progress on goals in the plan.
- Work with Beyond Housing Senior Staff members on goal attainment and reporting to the Board of Directors.
- Attend meetings with the President/CEO and complete all follow-up tasks and as needed attend meetings on behalf of the President/CEO.
- Assist President/CEO with board/committee work for Beyond Housing, 24:1 Community Land Trust, Beyond Housing Capital Fund Inc., and external boards and other groups as needed.
- Complete administrative tasks, including scheduling meetings, booking travel, and coordinating site visits, as well as developing presentations.
- Support departments and programs across the organizations with event planning.
- Manage special initiatives as assigned by the President/CEO.
- Provide analytical and writing support for documents (e.g., grants, reports, and publications) from the President/CEO and other Senior Staff members.
- Perform other duties as assigned.

Core Competency Requirements:

- **Collaborative** -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative and Curious** -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- **Reliable** -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects, and timelines. Excellent oral and written communications skills.
- **Trusted** -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- **Driven** -- Passion for the work and an interest in continuous learning and improvement.

Experience and Qualifications:

- Bachelor or master's degree preferred.
- Must demonstrate excellent oral and written communication skills
- Prefer 5 - 7 years of work/education experience in housing, community development, social services, or a related field.
- Demonstrated Project Management skills, including the ability to multi-task is required.
- The ability to take a proactive approach, exercising professional judgment and make sound business decisions is a must.
- Must have knowledge of Microsoft Office applications including Word, Excel, Power Point, and Outlook
- Ability to be confidential with sensitive information is needed.
- Ability to work occasional evening and weekend hours as needed is required.
- Must demonstrative critical thinking & problem-solving skills while delivering quality results in the face of multiple competing projects/assignments.

Required Experience and Qualifications:

- Strong interpersonal skills and a demonstrated capacity to connect with individuals across racial, ethnic, cultural, religious, gender, sexual orientation, ability and other identities required
- Extensive knowledge and expertise of communities within the 24:1 footprint preferred
- Demonstrated experience with preparing for meetings of varying size, including developing presentations, is preferred
- Must demonstrate exceptional attention to details and organizational skills
- Effective verbal and written communication skills required including telephone etiquette, generating electronic communications, developing internal and external paper documents, etc.
- Must be able to work independently and manage multiple competing priorities without constant supervision
- Critical thinking, problem-solving and conflict resolution skills are required
- Computer competency is required for internet use, Microsoft suite (Word, Outlook, Power Point, Excel, Publisher), Adobe, and other job-specific software
- Must be willing and able to work flexible schedules and perform work outside of the office or outside of conventional office hours occasionally as needed

- Must have access to reliable personal vehicle transportation and insurance

Salary and Benefits:

- **Benefits:** Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- **Salary:** \$45,000 - \$55,000
- **Hybrid work environment, intermittently**

Application Instructions:

Please send resume, cover letter in **MS Word** format to HR@beyondhousing.org.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.