



## **Central Minnesota Housing Partnership, Inc. Job Posting**

**Position:** Executive Administrative Assistant

**Exempt Status:** FLSA Non-Exempt (wage and hour regulations)

**Employer:** Central Minnesota Housing Partnership, Inc.

**Location:** St. Augusta, MN

**Salary Range:** \$48,000 - \$52,000

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Central Minnesota Housing Partnership, Inc. (CMHP) is a leading regional non-profit affordable housing organization committed to preserving, improving, and increasing the affordable housing stock in Central Minnesota. We serve a 16-county service area and are active in multi-family development/ownership, property management, rental and owner-occupied rehabilitation programs, and the Central MN Continuum of Care (CoC) and Coordinated Entry System (CES). We offer a competitive salary, excellent benefits package and a fun, creative work environment.

### **Major Areas of Responsibility:**

- Provide professional and courteous representation of Central MN Housing Partnership
- Provide high level administrative and clerical support to the Executive Director and Finance Director
- Assist with general office management

### **Specific Responsibilities:**

- Tracking important reporting dates and requirements
- Assist with the preparation of financial documents and reports needed for property compliance
- Maintain and file all documents (paper and electronic) as required
- Assist in record keeping for new development projects
- Assist with application preparation for new development projects
- Collection of required staff reports / documents needed for compliance with policies and procedures
- Enter invoices into the financial accounting system
- Assist with budgeting and financial reporting
- Prepare bank deposits
- Updating marketing materials including online presence

- Back up support for the Administrative Assistant

**Job Requirements:**

- General knowledge of Microsoft Windows, Word, Excel, PowerPoint, Adobe Suite, Facebook and website program
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Ability to plan small group meetings, take minutes and attend to meeting details
- Must be able to sit for extended periods, some bending, reaching and lifting up to 30 lbs.
- Must be able to handle sensitive information with discretion and maintain confidentiality
- General understanding of non-profit organizations a plus

**Educational Experience:**

Associate degree in Business/Office Management or High School Diploma with two years of office experience.

Competitive salary and exceptional benefits package. For a full job description, please visit our website at: [www.cmhp.net](http://www.cmhp.net)

Please submit cover letter and resume to Julie Schueller by e-mail: [julie@cmhp.net](mailto:julie@cmhp.net); or by mail to:

CMHP, Inc.  
Attn: Julie Schueller  
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