



JOB TITLE: Administrative Assistant to MDHA
FSLA: Non-Exempt, Hourly
Reports To: CEO/President, VP of Programs & VP of Operations

POSITION SUMMARY:

The Metro Dallas Homeless Alliance is a nonprofit organization that leads a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community-wide technical assistance and implementation of strategic systemic changes to build an effective homeless response system. MDHA administers the Coordinated Assessment System (CAS), the Homeless Management Information System, and addresses system level challenges with a goal to make homelessness rare, brief and non-recurring in Dallas and Collin County. The MDHA Board of Directors concurrently serves as the US Department of Housing and Urban Development recognized Continuum of Care Board of Directors leading the governance of the homeless response system in Dallas and Collin County.

MDHA is seeking an Administrative Assistant to support the office of the CEO, VP of Programs, VP of Operations, and Board of Directors. The duties and responsibilities of the position include:

- Responsible for coordination of regular Board of Directors and Board Committee meetings, including preparation/assembling and distribution of meeting materials, posting board meeting materials arranging catering and meeting room set up.
- Attends MDHA Board of Directors meetings as recording secretary, including preparing and maintaining official minutes.
- Supports work of the MDHA Board Governance and Nominating Committee and compliance with MDHA Bylaws such as attendance, terms, and documentation of elections and votes.
- Responsible for maintaining CEO's calendar including scheduling internal and external meetings.
- Responsible for arranging Executive team's state and national travel, including meeting registration, airline and hotel reservations, and car rental.
- Assists in the preparation of the CEO and Board of Directors meeting packets.
- Maintains corporate Bylaws and Board Policies updating when changes are made.
- Responsible for handling CEO mail, email, noting items of specific interest, copying and distributing as necessary. Prepares correspondence as necessary.
- Responsible for handling telephone calls, answering questions, taking messages or referring calls.
- Other administrative duties as assigned such as office supply purchasing, internet research, or minor supports of other senior management staff as able.

Qualifications

A mature, tech savvy, and deeply trusted candidate with excellent communication skills is paramount. The MDHA office environment is fast paced, ever-changing and all staff must be deeply responsive and respectful to our Board members, customer agencies and homeless individuals who seek assistance.

Candidate must have experience working in a professional administrative capacity. Nonprofit experience preferred. Must have reliable transportation. Candidate will require a standard criminal background check.

Work Hours/Schedule

PART TIME - 20-29 hours per week. Work hours somewhat flexible depending on meeting schedules.

Some evening and weekend telecommute assignments as needed to meet the needs of the organization.

Compensation

\$16.00 - \$19.00 per hour depending on qualifications.

Part-time employees receive pro-rated vacation and sick leave.

To Apply

Please send cover letter with compensation history and requirements and resume to:
ceo@mdhadallas.org