



The Supportive Housing Association of NJ is a statewide non-profit membership association. Our members are organizations that partner to create supportive housing and include for profit and non-profit developers, service providers, financial institutions and other vendors. Our mission is to ensure a quality and effective supportive housing industry (permanent community housing for people of low income and with special needs) through systems change, educating policy makers and improving the capacity of housing developers and services providers to create and maintain housing. SHA promotes increases in the number of affordable housing units in NJ so people with a variety of disabilities and barriers can live independently in communities of their choice.

**Position:** Administrative Assistant  
**Reports to:** Executive Director

**Description:**

The Supportive Housing Association of NJ seeks a highly organized Administrative Assistant to support the Executive Director and provide general administrative duties for meetings and various projects.

**Administration Responsibilities:**

- Respond to inquiries and exhibit professional communication via phone, email and mail
- Attend and assist membership and project meetings.
- Summarize and document membership and project meeting (minutes)
- Schedule virtual meetings and maintain meeting registration documentation
- Supports the SHA team by performing tasks such as collection of data and reporting related to various projects.
- Provide assistance as needed for annual conference

**Work Hours, Compensation, Location, and Travel:**

- 8-10 hrs/week.
- \$25/hr
- Combination of 80% remote work and (future) in person meetings
  - Member meetings/every other month on the first Wed
  - Other occasional meetings to be scheduled
- Travel reimbursed

**Qualifications:**

- High school diploma or equivalent education required
- Valid driver's license or other viable transportation alternative

**Skills:**

- Excellent interpersonal, verbal and written communication
- Computer literacy: Word, Excel, google mail/calendar, Zoom
- Organization