

# PathStone Corporation

## Job Description



<b>Title:</b> Deputy of Direct Service Administration	<b>Job Code:</b> E6DDSA (Exempt)
<b>Supervised by:</b> Sr. Vice President-Direct Services PA, NJ, VA	<b>Base hourly pay:</b> \$17.33 <b>Annually:</b> \$40,144.00
<b>Supervises:</b> Administrative Assistant	<b>Location:</b> Kennett Square, PA

### Summary Purpose for the Position:

This position provides direct administrative and management support to the Sr. Vice President-Direct Services and day-to-day support to programming throughout the Direct Services Division. PathStone's Direct Services Division operates more than \$23 million in annual operating revenue and development pipeline of more than 20 plus projects. Located in New Jersey, Pennsylvania, and Virginia. The Direct Service Division Operates Workforce Development and Head Start Programming.

### Requirements (Education, Experience, Certification, Knowledge, Skill):

- Must possess education and experience sufficient to adequately fulfill position responsibilities, evidenced by a high school diploma and a minimum of 5 years combination of higher education and work experience in a related field.
- Must possess strong written and verbal communication skills, including strong capacity in Outlook (or similar email/calendar program), Word, PowerPoint, and database software. Competency in Publisher or other graphic design software strongly preferred.
- Must possess experience in financial management and budgeting, including strong ability in and past experience with Excel.
- Must possess and demonstrate high level of ethical values, including honesty, integrity, confidentiality and diplomacy.
- Experience working within the non-profit sector and with government funding agencies strongly preferred; experience working in a field related to housing counseling, real estate development, homeownership, construction, or commercial finance preferred.
- Bilingual English/Spanish in speech and written communication is preferred.
- Previous experience as supervisor or team leader is preferred.

### Position Responsibilities:

- Manage the SVP's calendar and travel arrangements. Arrange and coordinate meetings, conferences, and special events on behalf of SVP's and other Housing Division staff, as directed. Manage internal communications on behalf of the Division, including creation and coordination of text and simple graphics for relevant website, social media, marketing materials, PowerPoint presentations, invitations, or special communications, as directed.
- Serves as office manager for Direct Services Division central office; coordinates mail delivery; purchases supplies; serves as liaison for building IT and maintenance issues; prepares, codes, reviews, edits, and distributes VAPRs for signature; participates in maintenance of external contacts and mailing lists.
- Serves as lead grant manager for Division grants that crossover different departments or regions; prepares grant narrative; coordinates grant submission, maintain files, process disbursements.
- Central point for Division-wide reporting, including collection of staff prepared reports and management of Dashboard database and reports; assists with implementation of Dashboard reporting system.
- Participates in Division-side budgeting, including assisting finance staff with creation of budget for Direct Services activities and collection, management, compiling of department and regional budgets. (Coordinate communications between PathStone offices), Draft and coordinate letters, emails and related communication related to advocacy issues at the local, state, and national levels.
- Provides technical assistance to Division staff on internal policies and procedures, as required; assists in coordination of new employee orientation for Division staff.
- From time to time the Deputy for Direct Services may be asked to represent the CHCDO at external events.
- Assists SRVP and Division staff in maintaining hard and electronic files in compliance with organizational record retention policy.
- Other related duties, as assigned.

### Working Conditions/Environment:

Position operates primarily during regular business hours, Monday through Friday; however, from time-to-time evening and weekend work may be required. Limited local travel. Frequent and routine use of computer, lifting file and paper boxes, and filing.

Transportation Requirement: Position requires automobile, driver's license and insurance:   Yes       No

**Last Updated:** Created-11/5/18

**Replaces:**

**Approved:** HR Administrator, Juana Molina Llanos

**Employee Signature:**

**Date:**