



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

Homes for Good announces recruitment for a knowledgeable and dependable Communications Administrative Specialist

Communications Administrative Specialist

Posting # 02.06.2019

SALARY: \$3,240.50 - \$4,135.80/ MNTH

Homes for Good is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

GENERAL DESCRIPTION: Homes for Good Housing Agency is seeking a qualified and experienced candidate for the position of a Communications Administrative Specialist

Homes for Good is a high performing housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income residents with the logistics of affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on customer service, quality control, and compliance. Homes for good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a non-profit agency.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

POSITION SUMMARY:

To directly support the overall organizational effectiveness of the Executive Director, Communications Director and Leadership Team as assigned. The Communications Specialist acts as a liaison between the various divisions within the Agency and external engagement and communications. The Communications Specialist will lead communications plans and projects including campaigns helping establish a favorable image for the Agency and create a positive profile for the Agency.

This position provides administrative, research, and analytical work; assumes independent responsibility for various assigned tasks and projects; coordinate Agency wide varied quality control and compliance efforts; and will relieve management of day-to-day administrative details.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Create, maintain, revise and provide support for others with critical business documents and processes
- Prepare agendas and meeting minutes
- Coordinate meetings and various events
- Coordinate Homes for Good Board Meetings and Executive Sessions, prepare meeting agenda and minutes as well as follow up actions



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

- Coordinate responses and document collection for all public records requests
- Maintain confidentiality of items discussed during Board Meeting Executive Sessions, leadership team discussions and other relevant sensitive matters
- Schedule and maintain the calendar for the Executive Director, including handling sensitive information
- Draft press releases, agency wide communications
- Respond to phone calls of a sensitive nature from program participants and the general public
- Work closely with staff to support the day to day operations
- Work closely with Communications Director on managing social media channels and executing campaigns and community outreach
- Maintain all relevant documentation, data and statistics
- Monitor and complete all reporting obligations with Homes for Good, HUD and any relevant community stakeholders and partners
- Develop training materials to support the standardization of business processes and of key work
- Consistently maintain electronic and hard-copy document filing systems
- Make recommendations for improving systems and processes
- Monitor press and media issues
- Works to expand diversity in the workplace by creating and maintaining an inclusive work environment
- Participate in the strategic planning process, promoting and modeling communication and collaboration with other Agency divisions
- Coordinate and participate in the Communications Committee
- Other duties as assigned

IDEAL QUALIFICATIONS:

Knowledge and experience in the following areas would support applicant in being successful in this position:

- Agency organizational goals and objectives
- Principles, practices and techniques of management analysis including; methods analysis, operations research and statistical analysis and correlations
- Principles and practices of budget development and administration
- Methods and techniques of conducting research
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications
- Pertinent Federal, State and local laws, codes and regulations
- Principal application of productivity measurement and program evaluation
- Concepts of management and management systems
- Customer service principles
- English language, grammar, and punctuation
- Bilingual in Spanish preferred

ABILITY TO:

- Maintaining confidentiality of sensitive information
- Recognize organization, operations, and management deficiencies and recommend appropriate corrective actions
- Perform creative research from general outline or at own initiative and devise procedures and methodology for research projects
- Apply acceptable management principles and practices to practical situations
- Coordinate work with other operations both inter- and intra-departmentally
- Conduct research, generate and prepare reports, and analyze data



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

- Accurately record and maintain records
- Operate computers and applicable software programs
- Consistently meet frequent deadlines
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Make significant contributions as a member of the Agency
- Use initiative and good judgment in carrying out tasks and responsibilities
- Make decisions independently in accordance with established policies
- Maintain regular and consistent attendance and perform work without direct supervision
- Recognize the value of individual and cultural difference, and create a work environment where individuals' differences are valued
- Demonstrate trustworthiness and good judgment, must be honest and respectful beyond reproach
- Physical ability to perform the essential job functions is required

EDUCATION:

Equivalent to a bachelor's degree from an accredited college or university with major course work in communications, business administration, public administration, organization analysis, or related field.

EXPERIENCE:

Two years of progressively responsible administrative staff work in management and program research.

SUBSTITUTION:

Any combination of experience and education on a year for year basis up to a maximum of four years of responsible community or social service experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work, has been demonstrated and ascertained.

LICENSE OR CERTIFICATE:

Possession of or ability to obtain an appropriate valid State of Oregon driver's license and be insurable at the standard rates.

COMPENSATION: The pay range for this position is \$3,240.50 - \$4,135.80/month with a generous benefits package which includes; time management starting at 17.33 hrs. per month, Agency paid health, dental and vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

APPLICATION PROCEDURE:

[Click Here](#) to complete an online application.

All applicants will be required to take a pre-employment assessment upon submission of application materials. Applicants who fail to take the pre-employment assessment will be disqualified from further consideration.

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, or performance examinations. Responses to supplemental questions are required if applicable.

Due to the nature of the confidential duties assigned, this position is not subject to Union representation.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADDA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

POSTING DATE: February 6, 2019

CLOSING DATE: Open until filled, the first round of application reviews will take place on Wednesday February 20, 2019

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.