Greenline Housing Foundation

Executive & Program Assistant

Reports to: Executive Director, Program Manager
Status: Full-time, non-exempt
Location: Hybrid (In-person/Remote)

About Us

Founded in 2020, Greenline Housing Foundation is a Pasadena-based nonprofit whose mission is to close the racial wealth and homeownership gaps, and reverse the effects of systemic racism in housing that have happened through practices such as redlining. We do this through three vehicles: Homeownership Access, Homeownership Preservation and Financial Education.

Position Summary

The Executive & Program Assistant is the primary administrator offering support to the Executive Director in various areas, as well as supporting the Program Manager with administrative and black-end components for the execution of Greenline's programs and efficiency of operations.

Responsibilities

Executive Support
- Scheduling and Logistics
    - Actively updates and manages Executive Director's calendar by scheduling meetings and ensuring no conflicts are present
    - Organizes and manages Executive Director emails and ensures no emails "fall through the cracks"
    - Books travel arrangements
    - Schedules team meetings and team outings
    - Reviews and prioritizes emails to Executive Director for followup based on outlined priorities
    - Manages various platforms to ensure timely payment and effective administration including Google, Submit, Rent-Redi, Mailchimp, Qgiv
- Communication
    - Sends correspondences on behalf of the Executive Director for scheduling, planning and/or follow-up, as necessary
    - Corresponds with donors
    - Acts as internal liaison between different departments
    - Plans and makes reservations for internal or external Greenline events and/or Executive Director speaking engagements
- Data Entry
    - Assists Executive Director in managing donors and ensuring relevant donor data is included in Bloomerang donor database

- Clerical
  - Runs errands as necessary as directed by the Executive Director including but not limited to post-office runs, dropping off documents, checking PO Box

Program Support
- Data Entry
  - Ensures that all relevant data is entered into program platforms as part of down payment and home maintenance application processes, and Eaton fire relief process, including, but not limited to, Excel, Submit, Rent-Redi
  - Maintains applicant files and ensures all necessary documentation is included
- Communication
  - Assists Program Manager with phone calls for timely correspondence to prospective grant recipients, current grant recipients, and/or partners for data gathering, information sharing and/or any additional follow-up as needed
  - Sends email notifications to grant recipients as necessary during application phase to request information, clarification, make grant awards, or for any other purpose as deemed necessary by Program Manager, including bulk mailings
  - Communicates with applicants through the Submit platform and Mailchimp during application windows including sending application links, requesting additional information, etc.
  - Maintains program calendar so that major dates are known and shared with relevant parties internally and externally
  - Remain in contact with grant recipients post-purchase and check in at regular intervals to obtain updates and testimonials
  - Ensures efficient coordination with Executive Director, Program Manager and Greenline staff to ensure all parties have consistent information regarding execution of program and any relevant information
- Scheduling and Logistics
  - Remains abreast of events in the community relevant to Greenline's mission and coordinates with staff to ensure Greenline is represented.
- Community Engagement
  - Attends community events for note-taking and/or context-gathering as necessary
  - Attends and assists with set-up at events where Greenline is presenting/participating
- Miscellaneous
  - Envision innovations to existing programs to raise awareness of Greenline's mission and advance our efforts
  - Participate in team meetings and Greenline events

Requirements
- Bachelor's Degree in Business, Social Work, Organizational Leadership or related field
- Certification in project management preferred but not required
- Real estate license preferred but not required

Qualifications
- Empathetic and emotionally intelligent - able to "read a room"
- Ability to organize data including use of Microsoft Excel and/or Google Sheets
- Detail-oriented and ability to work in face-paced environment
- Ability to schedule and prioritize and manage tasks effectively

- Intuitive self-starter; able to anticipate and solve problems
- Adaptability
- Excellent written and verbal communication skills
- Ability to work well within a team environment; collaborative
- Organizational and multitasking skills
- Trustworthy - able to hold confidential information

Benefits

Flexible hybrid schedule
Unlimited vacation days
Paid sick time - 40 hours/year
Compensation range: depends on experience