

**Position:** Administrative Associate  
**Supervised by:** Chief Operating Officer  
**Supervision Exercised:** None  
**Classification:** Full-time, Regular, Non-exempt

**The National Alliance to End Homelessness** (Alliance) is a nonprofit, non-partisan organization committed to preventing and ending homelessness in the United States. The Alliance works collaboratively with public, private, and nonprofit partners to develop and advocate for federal policy solutions, and to build state and local capacity to help communities across the country achieve their goals for preventing and ending homelessness. The Alliance is a leading voice on federal homelessness programs and policy.

The **Administrative Associate** is charged with assisting in the implementation of the organization's office systems. This position reports directly to the Chief Operating Officer and works in collaboration with other administrative staff members and the Alliance's technical assistance and training staff (Alliance Center for Capacity Building).

#### **Responsibilities**

- ◆ Assist the Finance and Administrative Manager in the management of office systems including assessing and updating office procedures. Duties include maintaining office equipment and facilities, and purchasing office supplies.
- ◆ Serve as primary contact to organization's vendors; maintain purchase orders and vendor files. Duties may include negotiating contracts for office equipment purchase and maintenance.
- ◆ Process checks for deposit.
- ◆ Input data and allocations into organization's accounting system.
- ◆ Serve as the Registration Manager for two annual conferences; track and input conference payments, follow up with registrants regarding payment when applicable, and provide leadership to onsite conference registration.
- ◆ Work closely with the Center for Capacity Building to manage fee-for-service contracts, including the preparation of invoices and reimbursements.
- ◆ Serve as primary contact for maintenance of the organization's IT infrastructure. Duties include basic desktop troubleshooting, coordinating with external IT vendor to address network and computer needs, and working with IT vendor to maintain organization's database.
- ◆ Provide administrative support to the Center for Capacity Building and executive management.
- ◆ Respond to inquiries from Alliance audiences, both on and offline.
- ◆ Process incoming and outgoing mail.
- ◆ Receive guests, answer phones, and perform other tasks as needed.

#### **Qualifications**

- ◆ Bachelor's Degree.
- ◆ Exceptional communication and organizational skills.
- ◆ Strong goal and deadline orientation.
- ◆ Strong oral & written language skills
- ◆ Strong computer skills, including experience working in content management systems, word processing, spreadsheets, accounting and database software.

- ◆ Ability to work in a dynamic small office environment.
- ◆ Ability to perform duties with only minor supervision.
- ◆ Prior office management experience and familiarity with accrual-based accounting and QuickBooks preferred.

**To Apply:** Send résumé and detailed cover letter to:

National Alliance to End Homelessness  
Administrative Associate Job Search  
[jobs@naeh.org](mailto:jobs@naeh.org)