



## **ADMINISTRATIVE ASSISTANT JOB ANNOUNCEMENT**

Affordable Housing Developers is seeking a motivated and organized **Administrative Assistant** to join our team. This full-time role is crucial in supporting the day-to-day operations of the organization as work towards providing affordable housing solutions for low-income individuals and families across North Dakota.

### **Position Details:**

- Job Title:** Administrative Assistant
- Location:** Dickinson, ND (In-Office)
- Schedule:** Monday through Friday, 8:00am-4:30pm
- Reports To:** Executive Director

### **Key Responsibilities:**

- Provide administrative support to ensure smooth office operations and enhance team productivity
- Schedule and coordinate meetings, appointments, and travel arrangements
- Maintain organized files, both electronic and physical, and ensure proper record-keeping
- Assist in preparing documents, reports, and presentations for internal and external use
- Answer phones, respond to emails and handle general correspondence in a professional manner
- Support financial tasks
- Provide excellent customer service to partners, tenants, vendors and regulatory agencies
- Help ensure the organization's mission and goals are effectively communicated and supported through administrative efforts

### **Minimum Qualifications:**

- Proven experience as an administrative assistant or in a similar role
- Strong organizational skills and the ability to prioritize workloads
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- A demonstrated ability to effectively communicate professionally in both written and oral formats
- Ability to handle sensitive information with discretion and confidentiality
- Strong attention to detail and problem-solving skills
- Ability to work both independently and as part of a team
- Excellent time management skills
- Working knowledge of standard office equipment
- Must adhere to state and federal regulatory requirements
- Required to sit for long periods of time at a computer
- Must possess a valid driver's license and insurable driving record
- Own a vehicle suitable to meet job requirements
- Periodic travel within the State of North Dakota is required
- Must pass pre-employment criminal background check and reference checks

### **Why Join Us?**

At Affordable Housing Developers, we are dedicated to making a difference in the lives of low-income individuals and families in North Dakota. By joining our team, you will play a critical role in helping to create and manage housing solutions that make a lasting impact.

We offer a flexible work environment, opportunities for growth, a \$700 per month health care stipend, employer paid dental, vision, disability and life insurance, 13 paid holidays, 2 personal holidays, sick and vacation leave time, and retirement benefits.

### **How to Apply:**

Interested candidates should send their resume and a cover letter to:

Affordable Housing Developers, Inc.  
PO Box 1326  
Dickinson, ND 58602-1326  
[admin@ahdi-nd.org](mailto:admin@ahdi-nd.org)

Please include a brief summary of your qualifications and why you are passionate about supporting affordable housing initiatives.

***Equal Opportunity Employer: Affordable Housing Developers does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.***