

## Homeward Bound Community Land Trust

### ORGANIZATIONAL PURPOSE:

**Our mission** is to provide a source of permanently affordable housing for the communities of Jefferson and Clallam Counties.

**Our vision** is a thriving, resilient, and diverse community where stable, affordable housing is an achievable goal; a region where everyone contributes to the area's economic and cultural vitality while also having access to:

- Homeownership opportunities that would otherwise be out of reach
- Quality rentals that are permanently affordable

### Position Title:

#### Office Manager

The Office Manager organizes and maintains Homeward Bound's physical office located in Uptown Port Townsend. They are also responsible for coordinating the meeting schedule for boards and committees with the Board of Trustees, managing the outreach avenues for the organization, both physical and online, as well as assisting in planning Homeward Bound's public and member-facing events. Communicate with current homeowners and learn and execute Homeward Bound policy.

### HOURS AND COMPENSATION:

\$20-25/hr DOE, 15-25 Hrs/Week. Telecommute OK. Minimum 2 hours in-office per week. 360 hour cap w/potential for contract renewal.

### POSITION STATUS:

The Office Manager is a part-time, at-will 1099 Contractor position hired by the Board of Trustees, supervised and evaluated by Homeward Bound CLT's Executive Director. Until an Executive Director is in place, this position is supervised and evaluated by the Board President.

### SPECIFIC RESPONSIBILITIES

1. **Office Management:** Organize and maintain Homeward Bound's Uptown office, including physical files, as well as virtual office files. Create rental application and first time homebuyer application as well as orientation materials for potential renters and homebuyers. Upload relevant documents to website, including board minutes, applications, etc.
2. **Land Trust Administration:** Create accounting procedures and track land lease income. Vet potential owners and renters. Coordinate with USDA and HUD related to loans and foreclosures. Create a bequest intake procedure.

3. **Board Support:** Assist with scheduling meetings and other duties related to the activities of the Board of Trustees and subcommittees, create protocol for new board member orientation.
4. **Outreach:** Manage HB social media accounts, plan annual meeting, plan Cherry Street public meeting, coordinate volunteers, create and research outreach opportunities for board members to participate in.

**QUALIFICATIONS:**

**A strong candidate will have experience and demonstrated success with:**

1. Productive and positive inter-personal relationship capabilities and problem-solving skills;
2. Organizational mindset with an eye towards both physical and virtual files;
3. Ability to develop collaborative solutions in a positive and efficient manner and such that all parties understand the outcome;
4. Computer software capability: MS Office Suite (Intermediate or higher level proficiency with Excel), Salesforce, QuickBooks, MS Office 365, and Cloud-based technologies.

**In addition, a strong candidate will:**

1. Be honest, dependable and have a history of discernment and sound decision-making;
2. Have effective and clear written and verbal communication skills, including a demonstrated ability to listen well, problem solve and negotiate effectively;
3. Have a proven ability to maintain confidentiality;
4. Have a good sense of humor and like working with individuals and groups;
5. Think creatively and use time effectively;
6. Pay careful attention to detail;
7. Be able to juggle many things at once;
8. Have an affinity for and understanding of working on the Olympic Peninsula;
9. Be committed to the mission of providing permanently affordable housing;
10. Administrative experience preferred;
11. Be a self-starter.

**To apply please send a cover letter and resume to [info@hbclt.org](mailto:info@hbclt.org).**

**Position open until filled.**