



## Administrative Assistant

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***Do you have a passion for strengthening communities by helping low-to-moderate-income families to live in a safe and well maintained property? Are you a proud of your work in affordable housing? Do you welcome the challenge of working in an urban environment and improving neighborhoods? If so, we want to talk to you!***

At our core, **New Jersey Community Capital (NJCC)** is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff and motivating environment. We are looking for a special person to assist our **Community Asset Preservation Corporation (CAPC)** subsidiary to provide administrative support to successfully maintain the management of its scattered-site residential units.

### **What you'll do**

You'll help us to:

- Greet and provide assistance to visitors and clients.
- Answer CAPC general office phone line and direct callers to the appropriate staff.
- Prepare and organize meeting materials.
- Make travel arrangements.
- Gather information and manage follow-up emails and messages for the CIO.
- Match check requests to invoices and submitted documentation for processing.
- Scan check requests and ensure that all transactions are properly stored on the server.
- Enter check request information as needed from lines of business.
- Review and analyze incoming requests, submissions, and reports to determine importance, prioritize, and distribute accordingly.
- File and retrieve corporate documents, records, and reports.
- Create and maintain file system for the CIO.
- Prepare various forms and documents required by the CIO and Director of Operations.
- Facilitate the execution and return of documents, internal, and legal transactions.
- Order and keep inventory of office supplies.
- Open and distribute mail and faxes.

## The skills you'll need

We're looking for people who are motivated and driven to develop their career. We'd love to talk to you if you possess the following:

- High school diploma; Associate's or Bachelor's degree preferred.
- Have 3 years of experience as an administrative assistant or related job.
- Proficient with Microsoft Office programs; Powerpoint preferred.
- Fluent in Spanish is a plus.
- Extremely organized, detail oriented, able to prioritize, and meet deadlines.
- Excellent communications and interpersonal skills.

## What else you'll need to know

Check us out – do a deep dive in our [Glassdoor profile](#), [www.capcnj.org](http://www.capcnj.org), and at [www.newjerseycommunitycapital.org](http://www.newjerseycommunitycapital.org).

We offer a competitive nonprofit salary based on experience and skills (\$31-35K/annualized), as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. CAPC's office is located at 421 Halsey Street.

NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

## To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter, salary requirements, and your résumé to [hr@njclf.com](mailto:hr@njclf.com). Please include "**Administrative Assistant – Your Name**" in the email's subject line.