



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position in the St. Thomas/St. John District:

ADMINISTRATIVE ASSISTANT FOR CDBG-DR PROGRAM

The Administrative Assistant for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program oversees all administrative operations necessary to support the activities and management of VIHFA's CDBG-DR Program with specific assignment to the Director of CDBG-DR and Special Counsel for Disaster Recovery.

ESSENTIAL FUNCTIONS:

- ⇒ Performs various administrative/clerical duties in support of office operations including composing, typing, copying and filing correspondence, memo, letters and legal documents, preparing mailings/transmittals and sorting and distributing incoming mail.
- ⇒ Serves as office receptionist. Greets clients, ascertain nature of business and directs to appropriate area, answers telephone, responds to callers' routine questions, route calls as appropriate, takes messages and initiates telephone calls as requested.
- ⇒ Establishes and maintains office files.
- ⇒ Schedules and arranges meetings and conferences to include notifying interested parties, preparing agenda, taking minutes, arranging travel for staff, scheduling transportation and making hotel reservations.
- ⇒ Maintains calendar for Director of CDBG-DR and Special Counsel for Disaster Recovery to ensure no scheduling conflicts and to inform them of deadlines.
- ⇒ Gathers data and prepares reports, according to instructions from immediate supervisor and completes other technical assignments as assigned.
- ⇒ Determines need for and requisitions supplies, equipment and repair and maintenance services through agency channels.
- ⇒ Provides assistance to the Special Counsel for Disaster Recovery to include performing a variety of legal and secretarial duties.
- ⇒ Attends meetings and takes minutes/notes upon request.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelors Degree from an accredited college or university in Business Administration or related field desirable. Legal Secretary/paralegal certificate desirable.
- ⇒ **Experience:** A minimum of 3 years experience in office management/administration, preferably in a public agency. 1-3 years of paralegal experience. Equivalent combination of education and experience may be substituted.

SALARY: \$33,280 - \$47,840 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Wednesday, July 29, 2020; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer