

El Paso Collaborative for Community and Economic Development

JOB DESCRIPTION

PROJECT ASSOCIATE – Neighborhood Stabilization Program (NSP)

Starting salary: \$24,960 - \$31,200 (DOE) **Position Classification:** Non-exempt

Hours of Work: Monday through Friday 8:00 a.m. to 5:00 p.m. (Possibility and likelihood of occasionally working after 5:00 p.m. or on Saturdays)

Reports to: NSP Program Administrator

Job Description

Provides administrative and project support for the Neighborhood Stabilization Program. Duties include conducting eligibility intake interviews and certifying program eligibility; scheduling workshops and meetings; taking effective minutes; assisting with typing and translation of program forms and materials; assisting with compilation of data for reporting to HUD; making travel arrangements; providing assistance to the Accounting Manager; clerical duties including filing and other related duties as assigned.

Qualifications

- 1) High School Diploma or equivalent plus minimum of 3 years experience in administrative or clerical work
- 2) Ability to speak, read and write fluently in both English and Spanish
- 3) Ability to compose effective business correspondence in a timely manner
- 4) Ability to speak effectively and positively represent the Collaborative by phone or in person
- 5) Ability to organize schedules for NSP staff
- 6) Ability to meet deadlines
- 7) Computer literate in Microsoft Office including Word, Excel, Publisher and Outlook; proficient in using the Internet

The ideal candidate will have:

- 1) Strong planning and problem-solving skills
- 2) Excellent spelling and grammatical skills
- 3) Cooperative attitude -- able to work both independently and as part of a team
- 4) Ability to adapt to ever-changing priorities in a fast-paced environment
- 5) Ability to multi-task

Hiring Policy

The El Paso Collaborative is an Equal Opportunity Employer. It considers applicants for all positions without regard to race, color, creed, national origin, gender, age, marital or veteran status, sexual preference, or disability.