

<b>Job Title:</b> Administrative Assistant
<b>Department:</b> Housing
<b>Posted:</b> March 8, 2017
<b>Wage:</b> 11.00-11.52 DOE



Helping people live  
their greatest lives

*Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.*

**Essential Responsibilities:**

- Provide administrative and clerical support to the Housing Director including:
  - sorting and filing paperwork
  - entering data into database
  - answer incoming phone calls as needed
  - create correspondence and letters as requested
- Return phone calls and complete first contact interviews
- Schedule meetings and appointments within department, with tenants, and outside vendors
- Perform other duties as required or assigned
- Comply with MN Data Practices Act and all HIPAA regulations

**Credentials/Qualifications:**

- High school diploma/GED is preferred.
- six months experience working in an office/clerical support position
- Ability to read, write, analyze, and interpret documents
- Ability to calculate figures and amounts such as basic math
- Must pass a Department of Human Services background study

**Work Environment:**

The employee in this position typically works the majority of the time in an office setting. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility based on program needs. The person in this position will work 35-40 hours per week.

**How to Apply:**

Ernie Johnson at [ejohnson@cipmn.org](mailto:ejohnson@cipmn.org) or fax to 612-547-0556