JOB ANOUNCEMENT

Job Title: Communications & Office Manager
Department: Administration
Supervisor: President & CEO
FLSA Category: Exempt
Status: Full-time 40 hours per week
Site: Downtown San Jose
Annual Salary: Salary range based on experience/qualifications
Benefits: Generous Benefit Package
Start Date: ASAP

First Community Housing (FCH) is looking for a passionate individual with strong communication skills and great experience working with low-income households, for a full-time position as a Communications & Office Manager. This position is also responsible for the office communications. The individual should enjoy collaborating with other professions and also work well alone.

Over the past 30 years, FCH has built over 1,400 affordable apartments, many of which are LEED-certified Gold and Platinum. We are proud of housing over 3,300 individuals in one of the most expensive rental markets in the world. Our housing ranges from seniors and Families, to SRO’s and the formerly homeless. We have a variety of Special Need housing, including the Developmentally Disabled and Veterans.

See the Job Description below.

Position Description: The Communications and Office Manager is responsible for working closely with the President & CEO to ensure that the FCH mission, vision, and values are appropriately projected to a wide array of external parties, as well as support the entire FCH staff using common sense and good writing skills.

Essential Duties and Responsibilities
The essential functions include, but are not limited to the following:

Office Manager
Customer Service:
Respond to calls and emails from website: direct people to the appropriate housing resources, direct press inquiries, listings from agents, and other email sent to general mailbox.
• **IT Duties:**
  - Interface with IT company Cobalt and communicate company needs, expedite requests as needed
  - Schedule system upgrades and installations with Cobalt and FCH team
  - Order Hardware and software as needed by FCH team
  - Manage Adobe, Microsoft and other software accounts

  Ensure Printer and Phones are functional and resolve issues w/ Cobalt’s assistance as needed.

• **Administrative:**
  - Manage CEO’s calendar, including registering for events
  - Order Office Supplies
  - Organize company meetings and lunches for meetings as needed
  - Manage/Distribute incoming mail
  - Reconcile Office order invoices
  - Manage monthly parking passes and validation for guests
  - Manage/Update office vendors including internet, phone services, and bottled water delivery
  - Manage office vendors including internet and IT
  - Update internal and board of directors’ contact lists
  - Reconcile CEO’s company expenses on Corporate Card
  - Reconcile Company expenses on Corporate Card
  - Manage out of office calendar
  - Manage New Employee’s email, calendar, phone extension creation and office orientation
  - Oversee SAM and other federal grant administration systems as needed
  - Create and distribute the year’s Holiday Calendar and create calendar “events” for these dates
  - Assist in production of land use and financing applications and provide other support to development team as required.
  - Assist finance with improving administrative workflows
  - Assist finance in implementing database and administrative software (CMiC and Nexonia)

• **Board Meeting:**
  - Create and Distribute materials for Board of Directors meeting monthly
  - Coordinate Lunch for Board Meeting
  - Record Documents after meeting
  - Confirm Quorum will be present
  - Record Meeting Minutes
  - Record Audit Committee Meeting Minutes
  - Create annual meeting calendar
  - Obtain unanimous consent for resolutions passed between board meetings
  - Keep letterhead updated with current Board of Directors
  - Work with department heads to schedule quarterly board Committee meetings

Communications Manager

• **Marketing:**
  - Create Press Releases, Articles and other media content for distribution on Social Media and in print with final review by Executive Director
  - Direct press queries to CEO or other Executive as appropriate
  - Create and maintain marketing materials including case studies and brochures on FCH and its properties
  - Write, edit, and post articles to Facebook, LinkedIn, and website with final review by CEO
  - Manage Website updates, including property development information, resources, and monthly waitlist. Work with web designer for more complex updates.
- Ensure FCH’s branding is consistent across all communications
- Manage website registration

• **Event Planning, including groundbreakings, grand openings, community meetings, and holiday parties:**
  - Reach out to desired speakers and relevant parties for events
  - Communicate with vendors and property about event needs
  - Make sure appropriate permits are obtained
  - Advertise, create and send out invitations for events through Constant Contact
  - Track anticipated event attendance
  - Ensure we have photo releases for minors
  - Purchase promotional items for event
  - Manage photographer, videographer and speakers onsite day of event
  - Manage event set up and take down
  - Communicate with videographer about edits to finalize video for marketing use
  - Any other duties as may be assigned by the CEO

**Reports to:**
President and CEO

**Desired Skills:**
- 3 years Administration/Office Management –Development company a plus
- Degree in Communications or related field

  First Community Housing is an Equal Opportunity Employer

**How to apply:**
Submit resume, salary requirements and letter of interest to:

Debbie Amaro, HR Manager
Debbiea@firsthousing.org