

Job Position Description

Position Title: Leadership and Advocacy Administrative & Communications Assistant

Reports to: Chief Executive Officer and the Director of Government Affairs

Summary of Position: This position's responsibilities include providing administrative, organizational and some event support to the CEO/Leadership and the Government Affairs department. The position also has a strong communications role, coordinating and implementing work related to both of these areas in conjunction with our Communications department.

Overview of Key Responsibilities:

- Executive/Leadership. Includes leadership coordination, meeting prep and follow up, preparing reports and presentations and related admin work. Also includes support for the CEO on items related to communications, leadership nominations/development, association member awards and other areas.
- Government Affairs/Communications. Includes helping facilitate the work of the department/team through admin support, writing/coordinating content for various print and email communications to members, and assisting on other communication and policy position strategies.
- Event support. Work with our shows/events department to provide some content and communications support for events related to HBA leadership and government relations/political action work.
- Additional responsibilities include: Oversee association records/archives, occasional admin support to VP of Finance/Admin.

Position Requirements:

- Strong administrative, organization and planning skills.
- Strong communication/writing abilities with an understanding of how to strategically write content for different audiences to convey impact/value of work. Copyediting experience strongly desired
- Additional background in digital and social media communications.
- Interest/background in advocacy, public policy and/or campaign/political action work.
- Excellent interpersonal skills.
- Ability to take actions and use sound judgment with minimal supervision.
- Proficient in MS Word, Excel, and Powerpoint. Publisher or InDesign skills desired.
- Professionalism that shows in appearance, attitude and work performed.
- Occasional evening and weekend meetings/event attendance required. Able to work required hours to get the job done.
- Knowledge of home building, development or related housing issues a plus.
- Background in a non-profit and/or trade association environment a plus.

Values Needed

- Commitment to HBA's desire to create a work environment where employees act with integrity, pursue excellence in actions and attitudes, foster creativity, respect colleagues, build camaraderie and earn and exercise trust.

- Understanding that the process of involvement and consensus building among members and organizational partners can achieve better outcomes that are worth the extra time and effort.
- Homeownership plays a vital role in successful communities.
- The home building and remodeling industry's success is vital to our region and it can best adapt when market-driven or incentive-based approaches are the primary drivers.
- Government's ability to provide a well-planned, consistent and efficient land use and building environment that balances the region's economic and environmental needs will help the industry provide housing more effectively and affordably.

Compensation and Benefits: Full-time, salaried position. Base salary range commensurate with experience, \$38,000 - \$42,000 annually. Association offers a 401(k) safe harbor plan with employer match, medical/dental/vision insurance for employee, long and short-term disability, and other benefits to qualified employees. We also offer two weeks paid vacation, 11 paid holidays, 6 days PTO, and a paid break during our office closure between Christmas and New Year's to qualified employees.

Values Needed

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- The process of involvement and consensus building among members and organizational partners can achieve better outcomes worth the extra time and effort.
- Homeownership plays a vital role in successful communities.
- The home building and remodeling industry's success is vital to our region and it can best adapt when market-driven or incentive-based approaches are the primary drivers.
- Government's ability to provide a well-planned, consistent and efficient regulatory, land use and building environment that provides stability to the development and building processes and balances the region's economic and environmental needs will help the industry provide housing more effectively and affordably.

Summary of HBAMP: local non-profit trade association representing the residential building and remodeling industries in the greater Portland area (six counties). Association has approximately 1300 members, a staff of 17, and a \$4 million annual budget. Major activities include consumer shows, political and government affairs work, educational and certification programs, networking activities and events, and public interest and relations efforts. HBAMP is affiliated with state (OHBA) and national (NAHB) home builders associations. We also have our own charitable foundation that focuses on workforce development and supportive housing for transitional homeless.

People will do well in our work environment who: Have an interest in and are able to support the value of the home building and remodeling industries. Enjoy an active, event-oriented environment. Can work in an atmosphere where there is regular activity and member/staff interactions, even when it may be a little disruptive. Look for ways to be of help to others. Believe in the value of collectively working with staff and members to achieve goals, even when this may slow down the process. Able to work in an environment where priorities and responsibilities are laid out in general but need to be adapted to changes in needs or demands of the day/week.

Diversity and Inclusivity: HBA seeks to create an environment that welcomes and benefits from having a diverse workforce. We are an Equal Opportunity employer and do not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, mental or physical disability, sexual orientation, veteran status, or military status.

Application Requirements: Please include a cover letter that addresses your interest in the position and that also addresses the position requirements listed above. Direct application, salary requirements or history, and resume submissions to:

Home Builders Association of Metropolitan Portland

Attn: Ara Hirst
arah@hbapdx.org