



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Position Available: *Administrative Assistant -- Housing*

Reports to	Housing Coordinator
Benefits	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$31,200 (limited experience) -- \$33,280 (some experience), annually.
Minimum Requirements	High school diploma (or equivalent); Reliable transportation, valid driver's license, good driving record, automobile insurance; and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Overall Mission	To assist the Housing Coordinator and Housing Department with housing office management and provision of housing services. These services include landlord and maintenance services for all AIDS Alabama housing.

### Areas of Responsibility

1. Serve as initial point of contact for the housing office providing adequate office coverage. Office coverage includes opening and closing the housing office, answering the phone, checking office mail, and greeting visitors.
2. Document maintenance requests and distribute to maintenance staff.
3. Maintain a maintenance log to track all requests and repairs.
4. Maintain an appliance log to track purchases and product lifespan.
5. Prepare bid packages for housing projects to include contacting vendors/contractors and obtaining bids, quotes, and invoices.
6. Ensure the purchase of required housing office supplies and complete necessary check requests to account for purchases.
7. Assist with maintaining and updating tenant files.
8. Conduct inspections of housing programs/projects with assistance from Housing Coordinator.
9. Assist with rent collection.
10. Assist with service of housing notices including eviction documents.
11. Complete all agency annual trainings and departmental trainings on Fair Housing and Cyber Awareness.
12. Maintain tenant confidentiality.
13. Respond to emergency property management and maintenance issues in compliance with the Housing Department's policies and procedures.
14. All other duties, as assigned.

### Work Environment

1. Schedule: Work hours are full time, and may occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be mobile including climbing stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

### Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and

professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date