

## **JOB DESCRIPTION**

**TITLE:** Clerical Assistant  
**STATUS:** Full-time

**SOURCE OF FUNDS:** HOPE VI – CSS and Private Foundation Funds  
**REPORTS TO:** Project Manager

### **BACKGROUND:**

The C.J. Peete HOPE VI program will involve the complete redevelopment of this former public housing site as a mixed income housing development. Funding for the revitalization program, including the CSS component, an integrated system of supportive services and opportunities, is from a HUD HOPE VI grant and from other public and private resources. The CSS component will involve cutting edge approaches to countering poverty and building self sufficiency for low income citizens. Some families of the former development will choose to and will qualify to return to the public housing units in the new mixed income community. Whether or not the families return, it is the purpose of this program to provide them with a broad and integrated set of supports as they make the transition to other housing and to economic self sufficiency. It is also the purpose of this program to work with partners to increase the human capital-building assets in the revitalized HOPE VI community.

**General Responsibilities:** - The Clerical Assistant coordinates schedules, arranges and prepares for meetings and events, handles travel arrangements, typing and delivery of correspondence, maintains filing system, and processes daily incoming mail.

### **Specifically:**

- Coordinates schedules, gathers all necessary parties, confirms meeting in writing (via email or hard copy) to attendees. Arranges for meeting space, determines and arranges meeting refreshments and equipment. On day of meeting is available to set-up and breakdown meeting as necessary.
- Coordinates and schedules travel arrangements. Researches best possible rates and accommodations as per the request of staff.
- Prepares correspondence, checking for accuracy and clarity, copy/file/distribution of same.
- Maintains filing system that is organized in a manner for ease in retrieving documents.
- Retrieves, opens and distributes incoming mail.

### **Proven record of successful experience in:**

- Organizational skills
- Project management skills
- Multi tasking
- Good verbal and written communication skills, good spelling and grammar
- Ability to work with a variety of people
- Good computer skills
- Creative and articulate
- Ability to remain professionally flexible when priorities and requests change
- Ambitious, conscientious and thrive on challenging situations

### **Qualifications:**

- High school diploma or equivalent
- Knowledge and use of: Windows, Excel, PowerPoint, MS Word and Access
- Three (3) years previous experience in secretarial support

Please submit your resume and cover letter electronically to:  
[hr@urbanstrategiesinc.org](mailto:hr@urbanstrategiesinc.org)

You may also mail your resume and cover letter to:  
Urban Strategies  
1415 Olive Suite 209  
St. Louis, MO 63109  
Attention: C.J. Peete Case Manager Supervisor Review Committee