

VBCDC is a 501(C) 3 nonprofit housing development corporation operating in the City of Virginia Beach. Our mission is to assist the City of Virginia Beach in creating and preserving affordable housing opportunities. Our strategic vision is to be champions for a supportive community where people can be empowered to live their best lives and thrive.

VBCDC is seeking an Office Administrator to support the day-to-day business services of the organization. This is a high-level administrative position, encompassing office management, human resource generalist duties, and board relations. This position requires a high level of confidentiality and excellent oral and written communication skills. The Office Administrator will report to the Director of Development and Administrative Services and will supervise one full time equivalent, the Office Coordinator. This role will partner with senior leadership to carryout strategic visions and maintain an effective work culture supporting the organization's core values and mission.

Primary Duties and Responsibilities

- Oversees the Office Coordinator and Front Desk functions such as the corporate mailing system, office policies, corporate phone system, and vendor management.
- Manages Board Relations to include but not limited to managing calendar needs and correspondence for Board meetings, prepares agendas, and takes minutes for Board meetings.
- Responds to FOIA requests and acts as Board Liaison to the City Clerk's Office and other City Departments.
- Ensures compliance with the organization's bylaws and FOIA laws at Board meetings.
- Manages Human Resource duties including but not limited to use of Human Resource systems such as PAYLOCITY, benefit administration, employee recruitment/screening, and employee engagement activities.
- Conducts annual MVR screenings and insurance checks for employees.
- Oversees Volunteer Services including internship partnerships.
- Manages employee engagement teams through calendar administration, leading meetings, and leading partner event activities.
- Manage Information Technology consultant and all company equipment (computers, printers, phones, etc.)
- Manages and implements office safety, security policies, and key issuance.
- Manages procurement for office supplies, equipment, business cards, stationary, and other consumables.
- Manages invoicing for office and human resource vendors. Manages Purchase Orders using RealPage.
- Oversees and ensures compliance with the organization's procurement policy and vendor management.
- Conduct marketing activities as assigned such as Constant Contact emails and website updates.
- Manage Corporate Files and Archives. Ensure use of photo releases and waivers for special events.
- Stays abreast of HR law and IT/Cybersecurity best practices. Advises senior management of risks and solutions as well as provides guidance on employee relations and partner engagement.
- Responsible for employee recruitment, new hire screening, onboarding, and offboarding.
- Conducts the company Great Start Orientation and updates as needed.
- Updates the employee handbook as needed. Updates organization policies annually or as required.
- Assists managers with performance processes, disciplinary actions, and termination paperwork as required.
- Responsible for the assembly and maintenance of all personnel files and the security of all confidential human resource related files and records.
- Coordinate Temporary services as needed with employment agencies.
- File Life insurance, STD, LTD claims.
- Serve as an engaged, responsible, and effective employee and performs other related work as required.

VBCDC offers a generous benefits package including, health, vision and dental insurance, life insurance, LTD, vacation, personal, sick leave, and paid holidays, a 403 (b) tax sheltered annuity, and training/ professional development. **Not eligible for remote work.**

Minimum, Education Experience, Skills and Character Requirements

- Bachelor's degree from an accredited college or university. Experience may substitute for degree. Prior nonprofit experience a plus;
- Minimum of two years' experience in Office Management, Human Resource generalist duties, and executive level administrative support;
- Must have at least one year of supervisory experience, experience in minute taking, and experience in benefit administration;
- Expert knowledge of MS Office Programs (Outlook, Word, Excel, OneDrive, TEAMS, and Publisher). Extremely technology savvy;
- Strong operational knowledge of computers, Adobe Suite, Microsoft Office Suite, Web Conferencing Systems, & office equipment (fax/printers/phones etc);
- Excellent written and oral and communication skills;
- Detail oriented, analytical, and self-motivated;
- Excellent interpersonal, customer service and support skills;
- Have exceptional organizational, time management and multi-tasking skills;
- Strong collaborative work style and behavior;
- A high level of ability to exercise initiative and independent judgment in the development and implementation of complex assignments;
- Commitment to quality, attention to detail and support of process improvement and implementation;
- Must have a strong work ethic and adhere to confidentiality standards;
- Ability to communicate effectively with stakeholders;
- Ability to work independently and with a team in a fast-paced environment with emphasis on accuracy, timeliness, and professionalism;
- Proven leadership skills in professional environment with high credibility among peers;
- Available to work normal business hours, as well as evenings or weekends (when needed).

If you are qualified, dedicated and have the skills to serve as our Office Administrator, please email a thoughtful cover letter with your current salary and resume to careers@vbcdc.org. Screening and interviews will begin immediately.

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. The employee must have a valid driver's license, own an automobile which can occasionally be used for travel during the work day, (approximately 10% of the work week) and carry \$100,000/\$300,000 of liability insurance if mileage exceeds 200 miles per year. **We are a DRUG FREE WORK PLACE.** Section 3 applicants are encouraged to apply. Recruiting will continue until position filled. EOE