

JOB TITLE	Communications and Executive Assistant
LOCATION	Washington, DC (Farragut Square)
REPORTS TO	NCST president and other staff
POSITION	Full-time

### ABOUT THE NATIONAL COMMUNITY STABILIZATION TRUST

The National Community Stabilization Trust (NCST) is a non-profit organization that aims to support families and communities by restoring distressed single-family homes, strengthening neighborhoods, and increasing sustainable, affordable homeownership, especially for African Americans and other populations whose homeownership opportunities have been limited due to systemic discrimination.

NCST’s key activities are:

- **Managing a proprietary real estate platform that provide community-based buyers with an exclusive opportunity to acquire vacant and distressed properties before the general public.** Our REO acquisition program gives local housing and community development organizations the opportunity to obtain a “first look” at properties before they are marketed more broadly. We also manage our own portfolio of distressed mortgages, which we attempt to resolve in a manner that is beneficial for homeowners and communities.
- **Advocating for a robust policy agenda to support community development, strong neighborhoods, affordable and sustainable homeownership, and racial and other inequities in America’s housing markets.** Along with national and local partners in the housing industry and nonprofit world, we research solutions and advocate for them with legislators, regulators and administrators.

Please visit [www.stabilizationtrust.org](http://www.stabilizationtrust.org) for more information about our work.

## POSITION DESCRIPTION

We're looking for someone conscientious and detail-oriented who communicates well, likes to learn new things, enjoys project management, and is willing to serve as a utility player in a small organization where everyone wears multiple hats. For someone who's committed to NCST's mission and comes prepared with excellent writing, speaking, editing, and computer skills, the growth potential in this position is virtually unlimited.

The Communications and Executive Assistant will manage our newsletter, website, marketing materials, issue briefs, social media, press releases, grant reports, etc. Audiences include local community development organizations and financial institutions that buy and sell properties through our platform, housing and consumer advocacy organizations, regulatory and executive agencies, congressional members and staff, mortgage lenders and servicers, grant-makers, journalists, and others.

Additionally, the person will work closely with NCST's president to help her manage and execute day-to-day operations. Activities will include scheduling, managing task lists and email, coordinating with individuals and teams in remote offices, supporting the board of directors, organizing meetings and events, and similar duties.

This position is located in NCST's DC office and primarily reports to NCST's president but will receive assignments from other staff as well. Salary range is \$40,000-\$55,000 based on experience rather than salary history. Additional benefits include an employer 401(k) contribution, health insurance, long- and short-term disability, flexible spending and commuter accounts, and generous leave policies.

## SPECIFIC RESPONSIBILITIES OF THE JOB

- Serves as the voice of NCST on social media
- Manages website, including posting relevant items and drafting content
- Prepares monthly newsletter, including articles written by staff, information on upcoming meetings and conferences, and press clips
- Serves as key support person for the organization's president, including scheduling, managing task lists, and reviewing email
- Supports the Board of Directors, including organizing meetings and preparing the briefing for board meetings
- Develops media lists and circulates press clips

- Fact-checks publications and secures permissions regarding photos and quotes used for success stories and partner profiles
- Participates in communications and organizational strategic planning to ensure communications strategy is aligned with organizational goals
- Tracks activity under specific grants and prepare reports to foundations
- Manages inventory of marketing materials, banners, and similar items
- Assists with organizing NCST documents on a shared drive
- Other responsibilities as assigned

## QUALIFICATIONS

- At least a year of relevant office experience (we will consider experience at relevant work-study or summer jobs)
- Excellent interpersonal skills, including an ability to receive and respond to feedback, a sense of humor, and a positive attitude
- Excellent verbal and written communication skills, including attention to detail when editing and proofreading
- Solid social media skills and desire to learn more
- Experience with or interest in learning how to maintain a website, create presentations, and design/layout marketing materials
- Ability to explain complex topics clearly and succinctly
- Experience working independently and taking initiative
- Genuine interest in NCST's mission and personal experience with the deeply rooted racial and other inequities in America's housing markets

## HOW TO APPLY

Please submit a resume, short writing sample (no more than 2 pages; may be an excerpt from a longer piece but must be your own work with minimal editing), and cover letter explaining how your experience meets our requirements. Materials should be sent by email to [careers@stabilizationtrust.org](mailto:careers@stabilizationtrust.org). Resumes will be accepted until the position is filled (if you received this job description from somewhere other than our website, check our website at [www.stabilizationtrust.org](http://www.stabilizationtrust.org), and if the position is still listed on the website, it's still open). NCST is an Equal Opportunity and Affirmative Action employer.