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Montgomery Housing Partnership (MHP) is seeking a **SPECIAL ASSISTANT to the PRESIDENT for RESEARCH and POLICY** responsible for a wide variety of policy, research and administrative duties.

Montgomery Housing Partnership, Inc. (MHP) is an active and growing non-profit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures and economic downturn.

Job Summary:

The Special Assistant to the President for Policy and Research (SAPPR) reports to the President and is responsible for a wide variety of policy, research, and administrative duties. The incumbent will serve as the President's Special Assistant, provide assistance and expertise to the policy program, research specific projects and handle additional projects as they come up. This position works under general supervision and requires frequent contact with employees at all levels of the organization as well as the public.

Primary Responsibilities:

Policy

- Represent and promote MHP's policy position in the President's stead at appropriate external activities
- Meet with elected officials, policy leaders, and/or their staff to represent MHP's policy position in the President's stead.
- Work with the President to develop an on-going outreach plan for various policy positions.
- Assist with the organization's grassroots outreach efforts.

Research and Related Projects

- Conduct policy research and issues analysis.
- Conduct research on latest trends and issues affecting the affordable housing field, and make recommendations for opportunities for MHP.
- Prepare the President for policy related presentations and meetings.
- Draft multi-media presentations, speeches, talking points, briefings and reports.
- Assist President in tracking and implementation of MHP's Strategic Plan.

Administrative

- Work with the Office Administrator to design and implement effective administrative procedures and systems for the President and Executive Office.
- Work with the Office Administrator to create, implement, and maintain tracking system for documents needing review and/or signature by President and use system to track status, follow up and updates.
- Work with the Office Administrator to manage, prioritize and maintain the President's calendar making independent decisions regarding rescheduling, logistics, travel arrangements and agendas.
- Arrange meeting logistics for on-site events coordinated by the office of the President including: meeting planning, communication with participants, food and beverage, audio-visual needs.

Qualifications:

- Bachelor's degree in related field and 1 – 2 years experience working in an office environment.
- Experience with the legislative and policy-making processes.
- Excellent research, writing, and analytical skills.
- Ability to communicate clearly and effectively.
- Proficient using MS Office software and the internet.

- Ability to multi-task on numerous projects, large and small, in both collaborative and independent situations.
- Strong organizational and demonstrated project management skills.
- Ability to exercise sound judgment, initiative and maintain strict confidentiality.
- Ability to work as a team member and able to deal effectively and courteously with supervisor, peers, and governmental agencies and their representatives.
- Community organizing skills are a plus.
- Knowledge of or experience with affordable housing is highly desirable.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: mhpartners@hotmail.com. Please include the job title "Special Assistant" in the subject line of your email.