



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District
DISASTER RECOVERY SUPPORT SPECIALIST

The Disaster Recovery Support Specialist is responsible for supporting the Director of Policy, Procedure and Regulatory Services through high level administrative support functions to include project management, policy review, regulatory services assistance, writing and editing, research and reporting analysis and special projects. Works independently or with other support personnel to ensure efficiency in the Department and Authority. Interfaces with external stakeholders. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ⇒ Performs high level, analytical and specialized administrative support to include scheduling, preparing materials and arranging internal and external meetings, preparing agendas, taking minutes and reviewing policies and procedures.
- ⇒ Assists in coordinating activities between departments agency and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local elected officials.
- ⇒ Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the Director of Policy, Procedure and Regulatory Services.
- ⇒ Drafts and edits various documents including internal/external correspondence. Creates and maintains files, reviews drafts and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature.
- ⇒ Coordinates with other support personnel, when necessary, to fully execute documents and ensure interdepartmental collaboration.
- ⇒ Oversees special projects assigned by the Director of Policy, Procedure and Regulatory Services.
- ⇒ Performs other tasks and duties as assigned by the Director of Policy, Procedure and Regulatory Services.

QUALIFICATIONS:

- ⇒ **Education:** Bachelors Degree in Business Administration or related field desirable.
- ⇒ **Experience:** Minimum of five years experience in a responsible upper level administrative or managerial position, preferably in a public or private agency. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Computer literate to include Microsoft Word, Excel, Power Point, Outlook and desktop publishing; Excellent secretarial skills and knowledge of current standard office procedures; Ability to type 80 wpm and use shorthand at 100 wpm; Working knowledge of public agency organizations and functions; Ability to exercise considerable initiative, independent judgment and discretion in performing duties, including confidential matters; Public relations skills; Excellent oral and written communications skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Knowledge of standard business practices and office protocol; Ability to properly use all standard office equipment; Excellent phone etiquette and customer service skills; Ability to use diplomacy and discretion in giving out information; Ability to provide exceptional customer service.

SALARY: \$45,500 - \$57,000 per annum depending upon qualifications. CDBG-DR Grant Funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae electronically at hr@vihfa.gov. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for application submittal is **Monday, May 22, 2023**; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon proof of citizenship or legal authorization to work in the United States. Each question must be fully and accurately answered. Incomplete, illegible or unsigned applications will not be considered.