



MUTUAL BOARDS ADMINISTRATIVE SUPPORT JOB POSTING

POSTING DATES: June 5 - June 19, 2017

REPORTS TO: T. Molina, MOD Administrative Manager

The Mutual Boards Office has an immediate opening for a Mutual Boards Administrative Support Coordinator. This position is responsible for providing administrative support for assigned Mutual Boards.

Duties and Responsibilities:

The job requirements include and are not limited to:

- Attend regular, executive, annual & committee meetings of assigned Mutual Boards; take and transcribe minutes; compose and prepare related correspondence; maintain official records per the civil code.
- Produce newsletters, newspaper articles, surveys, ballot packages, resolutions, press releases, database reports, directories, flyers, special even notices and other communications for mass mailings.
- Prepare and assist at the Annual Meetings of the assigned Boards, including annual meeting notices, ballots, press releases, etc., in compliance with the applicable portions of the Davis-Stirling Act; assist as required by Inspector of Election with ballot counting and reporting.
- Act as first point of contact between Board members and outside legal counsel, realtors, other GRF departments and residents, answering questions and directing residents as required to the appropriate Board member.
- Organize committee and other meetings for assigned Boards; update and maintain meeting date calendars for assigned Boards.
- Interface with accounting, order desk, member records, alterations, and other GRF departments as required;
- Other duties as assigned falling within the purview of the Manager.

Qualifications:

- 3 years' increasingly responsible HOA administrative support experience
- CCAM/CAI certification;
- Demonstrated excellence in customer service, time and task prioritization skills;
- Excellent verbal communication skills, attention to detail and time management;
- Excellent written and verbal communication skills;
- Competency in MS Office (Word, Excel, PowerPoint, Publisher, Access);
- Demonstrated knowledge and understanding of Davis Stirling Act and HOA administrative requirements;
- Demonstrated excellence in customer service and time and priority management.

To apply to this position email your resume to recruiting@rossmoor.com .

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