

## **Administrative and Research Assistant**

15-20 hours per week

Affirmative Investments, Inc. is a mission-driven real estate development and consulting firm that works with non-profit organizations, public agencies and socially impactful for-profits to develop and finance affordable housing, housing with services, and economic development projects including community health centers, charter schools and urban supermarkets. Most of Affirmative's projects entail complex, multi-tiered financing—including Historic, New Markets and Low-Income Housing Tax Credits, tax-exempt financing, and public and private grants and loans—in order to achieve affordability. A list of our past and current projects can be found on our website: [www.affirmativeinvestments.com](http://www.affirmativeinvestments.com).

Affirmative Investments, Inc. is seeking an undergraduate or graduate student who is interested in urban planning, economic development and affordable housing and is seeking a part-time position that involves basic administrative tasks in addition to social media, technical skills and some research, writing and production of funding applications and materials.

Responsibilities include a number of administrative tasks in a hybrid office, including:

1. Deal with mail
2. Make bank deposits
3. Order supplies as needed and requested
4. Oversee the order and neatness of the office
5. Interact with vendors for supplies and services
6. Reconcile bank statements
7. Make entries into Quickbooks for multiple entities
8. Help manage the website
9. Help manage Affirmative's social media on Twitter and Instagram

In addition, we are seeking an individual:

1. With experience creating documents in Word, Powerpoint, Excel and InDesign to build investment packages and project sheets
2. Who is interested in research and writing about programs and projects
3. Who is interested in learning about development and operating budgets

Compensation - \$25 per hour for the right candidate

Please e-mail a resume to:

Jayne Swart

Affirmative Investments

[jswart@affirmativeinvestments.com](mailto:jswart@affirmativeinvestments.com)

Subject line of email must read: Administrative and Research Assistant