



Title: Administrative Assistant & Volunteer Coordinator
Supervisor: Executive Director
Status: Full-time, non-exempt
Compensation: Starting salary: \$17-20 per hour, DOE
Benefits include subsidized health insurance premiums; generous paid time off; holidays; self-funded 401K plan available.
To Apply: Email your cover letter and resume to office@habitatlincoln.org

SUMMARY

At Habitat for Humanity of Lincoln County (HFHLC) we are dedicated as part of a global, nonprofit housing organization that works to eliminate substandard housing locally and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; by supporting disaster recovery efforts; and by providing training and access to resources to help families improve their shelter conditions.

By becoming our Administrative Assistant & Volunteer Coordinator, you'll join a collaborative, team-based organization. You will support multiple aspects of HFHLC operations, including office management, purchasing, homeowner services, volunteer engagement, and human resources. It's the perfect way to use your organizational skills to directly help the members of our community looking for a hand up, not a hand out.

POSITION DESCRIPTION

Under the direction of the Director of Operations (DO), the Administrative Assistant & Volunteer Coordinator (AAVC) is responsible for ensuring efficient coordination of day-to-day operations by providing administrative support, office management, and volunteer coordination.

KEY RESPONSIBILITIES

- **Administrative:** Work closely with the DO to accomplish organizational goals. Serve as receptionist. Provide administrative support for leadership team to achieve fundraising, construction, and ReStore goals. Maintain physical and electronic files in compliance with established document retention policy. Assist with creation of internal and external reports.
- **Volunteer Engagement:** Recruit new volunteers and provide general orientation. Work closely with management team to ensure sufficient volunteers with appropriate skill levels are available for construction and ReStore needs, and that appropriate safety protocols are being observed for all volunteer activities. Build and maintain relationships with community members and organizations to ensure a positive volunteer experience. Track and report on volunteer hours.
- **Homeowner Services:** Serve as primary point of contact for current and future homeowners. Assist with homeowner selection process. Maintain applicant and homeowner records. Communicate with current homeowners regarding payment

schedules, annual escrow updates, and late payments. Document sweat equity and provide updates to partner families and the DO. Process applications for Critical Home Repair Program and track progress.

- Purchasing: Review expense reports and credit card reports for completeness and accuracy before forwarding to DO for signature. Maintain appropriate office supply inventory.
- Human Resources: Assist with maintaining employee records within the online HR/Payroll system and maintain confidential information. Work with managers to ensure timecard approvals are completed prior to payroll deadline.
- Other Duties as Assigned: Meets all long- and short-term goals established by the Executive Director.

POSITION REQUIREMENTS

- Successful results from a criminal and sex offender background check.

REQUIRED QUALIFICATIONS

- 1 year administrative support experience or equivalent education or transferable skills.

PREFERRED QUALIFICATIONS

- Bicultural & bilingual, with the ability to speak, read, and write Spanish fluently.
- Experience working with volunteers in a coordination or supervisory capacity.
- Office management experience.

ADDITIONAL SKILLS

- Self-motivated, reliable, enthusiastic; demonstrate grace and humor under pressure.
- Enjoy working with people from diverse backgrounds.
- Possess and display strong skills in teamwork, problem solving, and positive communication.
- Excellent organization skills demonstrated by ability to simultaneously manage multiple projects to completion while achieving accuracy and meeting the stated goals.
- Good written and oral communication skills.
- High degree of integrity and honesty.
- Must have good anticipatory abilities and proactive approach to problem solving.
- Proficient with Microsoft Office suite of products, including Outlook, Word, and Excel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates primarily in a professional office environment with some exposure to new-home construction sites and Habitat ReStores. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax

machines. This position may require occasional travel, both within and outside Lincoln County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity of Lincoln County is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

NOTE: *This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*