

**Nevada County Habitat for Humanity****Role includes Administrative and Program Responsibilities**

**Reports to:** Executive Director  
**Status:** Hours, non-exempt  
**Hours:** M-F, 35+ hours/week, Hours 9am-5pm  
**Supervises:** Volunteers as appropriate  
**Hourly rate:** Depends on experience  
**Benefits:** Vacations, Holidays, Health Insurance

**SUMMARY:**

Enthusiastic, friendly, professional, skilled, organized and compassionate team member who enjoys wearing many hats. Responsible for the organization's reception, office administration, and program administrative support activities. Ensures that all responsibilities are performed in a professional, accurate and timely manner. Role is an integral part of small team; self motivated, highly organized, excellent written and verbal communication skills and ability to juggle wide variety of activities a must. Responsible for contributing to and maintaining a professional office environment, representing the organization with discretion, consideration and integrity, and interacting positively and effectively with our community at large, volunteers, donors, homeowners and all team members. Supports mission and achieve organization's objectives. Role has varied responsibilities with opportunities to develop experience, increase level of responsibility and make valuable contribution toward our mission.

**PROFESSIONAL QUALIFICATION, SKILLS AND ABILITIES**

- BA or BS degree preferred or minimum 3 years related experience
- Superior skills using Microsoft Word, Excel and PowerPoint. Including creating and maintaining spreadsheets, data entry and, mail merge. MS Publisher and database a plus.
- Experience with Constant Contact or other email and event software preferred.
- Experience and proven success organizing and managing administrative activities
- Reliable, responsible and shows strong work ethic, discretion and integrity.
- Demonstrates excellent client service, cooperation, initiative, teamwork and flexibility.
- Possesses exceptional communication skills; verbal and written.
- Works well with a variety of people and personalities internally and externally.
- Skilled at supervising and motivating volunteers.
- Able to perform well in a small team environment.
- Ability to work independently managing and prioritizing own work and deadlines effectively.
- Able to work on multiple tasks effectively, and with pressure of deadlines.
- Able to consistently meet a high work quality standard.
- Takes ownership for responsibilities and applies continuous improvement methods.
- Well organized and gives appropriate attention to detail.
- Uses professional discretion and maintains confidentiality.
- Seeks to become knowledgeable regarding Habitat's mission and local projects.
- Quickly grasps varied aspects of Habitat's operations.

## **RESPONSIBILITIES**

1. **Administration** - performs the following administrative activities:
  - a. Reception, manages incoming calls and email requests for office.
  - b. Assist with mass mailings including mail merge, labels, etc.
  - c. Create forms and procedures to improve office management.
  - d. Develop, organize and maintain office records and files.
  - e. Send correspondence and duplicate materials.
  - f. Pick up mail from post office, purchase postage, sort, deliver mail.
  - g. Oversee office supplies, inventory, order and purchase.
  - h. Maintain and coordinate servicing of office equipment and IT support.
  - i. Serve as affiliate resource to respond to volunteer inquiries, new homeowner inquiries, ReStore inquiries, and provide organization's information.
  - j. Organize and archive office information and materials.
  - k. Establish and maintain efficient filing and storage systems.
  - l. Create and send communication as directed using email, phone, mail, etc.
  - m. Create and maintain an organizational wide meeting, events, and staff schedule calendar, and arrange meeting room space for scheduled meetings.
  - n. Recruit, train and coordinate office volunteers to help complete activities and supplement staff resources, oversee volunteers and quality of work
  
2. **Program and Support** - performs the following program support activities:
  - a. Represent Habitat in all professional interactions internally and externally.
  - b. Recruit, screen, orient and support volunteers.
  - c. Coordinate with Committee Chairs and members to support their activities.
  - d. Support accounting and banking activities as requested.
  - e. Research and gather data and information as requested.
  - f. Develop forms and processes to better support program.
  - g. Organize logistics, training, and implementation for homebuilding and events, celebrations and fund raising events.
  
3. Assist Executive Director, Associate Director, other staff members, board members and committees in the following areas:
  - a. Habitat homeowner support.
  - b. Volunteer recognition.
  - c. Homeowner celebrations.
  - d. Volunteer communication.
  - e. Special projects.
  - f. Preparing presentations, reports and materials for meetings and events.
  
4. Attends and is prepared for meetings as requested
5. Completes other activities as required by organization's business needs or as requested

To apply, please send resume and cover letter to:

Nevada County Habitat for Humanity  
Attention: Lorraine Larson, Executive Director  
P.O. Box 2997  
Grass Valley, CA 95945

Or email to: [lorraine@nchabitat.org](mailto:lorraine@nchabitat.org)