



Position: Program Coordinator/Administrative Assistant

Reports to: Executive Director

Qualifications: High School Education

Requirements/Skills: Must be organized and able to work in a fast paced environment. Must have an understanding of the mission, history, values and goals of our organization and be able to communicate this information to diverse groups of volunteers, sponsors and the community. Must demonstrate strong written, oral and interpersonal communication skills. Must have a valid driver's license. The ability to work effectively as a team member with staff and volunteers from all races, faiths and backgrounds is essential. Must be computer literate.

Job Classification: This is a part-time position of 20 hours of work each week at the Habitat office. Position offers Paid Personal Time Off (PTO). See personnel handbook.

Hours: A majority of the hours will fall between normal Habitat business hours (Mon – Fri, 9:00 am to 5:00 pm), however, some evenings and Saturdays may be required for committee meetings and during build season.

Responsibilities: The role of the Program Coordinator is to manage the daily operations of the office and act as a support role to the Executive Director.

General Administration

- Manage PO Box/mail pick-up and delivery
- Makes all bank deposits
- Manages mailings and communications of receipts to donors
- Manages daily phone calls and messages
- Maintains donor and volunteer database software
- Supervises office volunteers when appropriate
- Orders office supplies and manages routine maintenance of office technology and hardware
- Compiles monthly board packets

Board and Committee Support

- Prepares monthly board minutes
- Maintains the record of board and committee minutes

Family Selection & Family Support

- Tracks homeowner sweat equity hours & training classes
- Prepares and distributes quarterly homeowner newsletters
- Assists Family Selection Committee & Qualified Loan Originator in file processing and other tasks as needed.

Fundraising & Special Events

- Facilitates homeowner groundbreaking & dedication celebrations
- Assists ED in grant reporting and management
- Other tasks as needed

Public Relations

- Manages all levels of thank you/appreciations to donors, volunteers, professionals, subcontractors, etc.
- Assists ED in press releases, communications, and management of website and social media

Habitat for Humanity of Grant County affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. As such, Habitat for Humanity of Grant County does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.

