



Job Description: Executive Assistant

Date:	February 2024
Reports to:	Executive Director
Salary and Benefits:	<p>Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave.</p> <p>The expected starting salary range for this position is \$52,500 - \$68,500 with consideration given for applicable education and experience above the minimum requirements.</p>
FLSA Status:	Exempt
Travel:	Less than 10%
Location:	In-person at Habitat for Humanity of Colorado office.

I. Organization Description

Habitat for Humanity of Colorado (HFHC) 501(c)(3) is a non-profit corporation and an Affiliate Support Organization affiliated with Habitat for Humanity International. HFHC's purpose is to support access to affordable housing, with a focus on homeownership, by providing programs and services to Habitat Affiliates that are designed to increase their capabilities to serve more households through: advocacy, training and technical assistance, and resource development and financing. HFHC is a small, tight-knit team focused on adding value to the Habitat for Humanity mission through innovation and service. Our culture is casual, collaborative, creative, and highly team oriented. Team members share ownership of and responsibility for all aspects of the organization's work including fund raising, public relations, training, advocacy, and administration.

II. Job Summary

The Executive Assistant is responsible for providing overall administrative support to the Executive Director, managing office and administrative tasks, as well as helping to support the Board of Directors. This individual professionally represents Habitat for Humanity of Colorado in-person and through written and verbal communication. The primary functions include ensuring the Executive Director conducts daily business in an organized, proactive, and prepared context, to create and administer appropriate processes and systems to support the organization, to oversee specialized projects, and to provide administrative support to the Board of Directors. This role uses a high degree of independent judgement, decision making, initiative, and discretion. As with all HFHC positions, this

role will maintain positive relationships with Habitat for Humanity affiliates, funders, and other stakeholders by reflecting an exemplary culture of service.

III. Essential Duties

Provide Support for Executive Office

- Assist Executive Director with communications e.g., draft correspondence as requested, prepare reports, create excel documents and assist with presentations.
- Provide timely research on a variety of topics to support HFHC initiatives.
- Respond to and follow up on telephone and email communications.
- Maintain lines of timely and accurate communication, keeping the Executive Director informed of critical issues.
- Attend meetings as needed and provide written summaries to the Executive Director.
- Manage special projects assigned by the Executive Director.
- Coordinate the Executive Director's schedule.

Manage Internal Organizational Systems

- Oversee daily office management, accomplish tasks including but not limited to organizing mail, overseeing vendor relationships, IT management, and ordering office supplies.
- Assist with the processing of weekly Accounts Payable/Accounts Receivable transactions following standard operating procedures and monthly preparation of Financials.
- Maintain databases, mailing lists, and paper and electronic filing system.
- Maintain and update policies and procedures for the organization.
- Prepare materials for staff and board of directors onboarding.

Support Board of Directors

- Manage the engagement of the Board of Directors, including acting as the liaison to coordinate meetings and retreats, orientations and onboarding, attendance and performance tracking, and special initiatives.
- Responsible for correspondence such as setting and confirming board and committee meetings, sending preparation materials, maintaining meeting minutes and resolutions, maintaining board lists and handbooks, and preparing amendments to bylaws.
- Support the Board of Directors in strategic planning oversight.

IV. SKILLS, KNOWLEDGE, and ABILITIES

- Strong commitment to Habitat for Humanity of Colorado's mission and values
- Strong verbal and written communication skills with ability to tailor complex messages for different audiences.

- Self-motivated, ability to work independently, handle concurrent tasks and prioritize workload appropriately.
- Highly developed organizational skills and meticulous attention to detail
- Strategic and creative thinker with excellent problem-solving skills.
- Excellent interpersonal skills; ability to establish and maintain good working relationships with a variety of people and personalities.
- Flexible and adaptive work style with the ability to thrive in a growing, innovative, mission-driven environment.

V. Education, Experience, and General Requirements

- Bachelor's degree preferred.
- Minimum 5 years' experience as an Executive Assistant or other applicable administrative experience.
- Nonprofit experience and working knowledge of Boards of Directors is helpful.
- Demonstrated experience in strategic planning, group process facilitation and designing training materials.
- Skilled with computer software applications.
- Must have a valid driver's license.

VI. Physical Requirements and Working Conditions

- This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employee will move around the office to perform various tasks. Must be able to lift up to 15 pounds from time to time.
- The position will primarily be located indoors at the Habitat office, a climate-controlled space with frequent personal interactions. The employee should be prepared to attend meetings and other events at locations other than Habitat's office location; some evening and weekend work may be required at times.

VII. Salary and Benefits

- Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave.
- The expected starting salary range for this position is **\$52,500 - \$68,500** with consideration given for applicable education and experience above the minimum requirements.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed,

national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.

To apply please email cover letter and resume to info@habitatcolorado.org.

Please no phone calls.