

Job Description – Administrative Assistant

Overview

The Administrative Assistant is responsible for providing overall administrative support including general office and administrative tasks, volunteer recruitment and coordination, communications and marketing, events and fundraising, and faith relations. As with all positions - this role maintains positive relationships with Habitat for Humanity entities and affiliates, donors, and other stakeholders by reflecting an exemplary culture of service. This individual professionally represents Berthoud Habitat for Humanity (BHFH) in-person and through written and verbal communication.

Duties and Responsibilities

General Office & Administrative Tasks

- Provide administrative support to the Executive Director, administer office and administrative tasks, as well as help to support the Board of Directors.
- 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 BHFH 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 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 the engagement of the Board of Directors, including coordination of 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.
- 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.



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Volunteer Management

- Work closely with staff to identify site volunteer needs and coordinate build days for individuals as well as church, corporate, and community groups.
- Responsible for volunteer scheduling, orientation, onboarding, communication and required compliance paperwork for such groups and individuals.
- Coordinate with, make arrangements for, and serve as main point of contact for volunteer organizations (i.e., AmeriCorps and HFHI RV Care-A-Vanners).
- Engage with the community to increase volunteer base while identifying areas of strength, interest, and opportunities.
- Create and provide ongoing management of a Volunteer Appreciation Program including coordination of an annual appreciation event.
- Track and report volunteer statistics for internal and external reporting (i.e., Volunteers of America, HFHI, Thrivent, etc.).
- Lead hospitality coordination for groundbreaking ceremonies, house blessings, and specialty builds.

Communications & Marketing Management

- Create and share content via database, website, email, newsletters, and social media in alignment with brand guidelines and policies.
- Moderate user-generated content and messages in alignment with brand guidelines and policies.
- Collaborate with other departments to manage company communications to promote reputation, coordinate promotions, and increase outreach.
- Post volunteer opportunities and events on community calendars.

Events and Fundraising

- Assist staff with volunteer and homeowner recruitment in support of fundraising and affiliate events including phone calls, mailings, event set up and tear down, etc.
- Support staff in establishing and building positive relationships within volunteer, faith, and business communities.
- Represent BHFH at special events and meetings as needed.

Faith Relations

- Coordinate special projects and organize local events such as the International Day of Prayer and Action, Faith Builds, Global Village Trips, etc.

Misc.

- Other duties as assigned.



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Skills and Qualifications

- Strong commitment to Habitat for Humanity 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.
- Skilled with computer software applications.
- Superior customer service skills.

Education and Requirements

- Minimum 3 years of experience as an Administrative Assistant or other applicable administrative experience.
- Bachelor's Degree in business or related professional experience preferred.
- Nonprofit experience and working knowledge of Board of Directors helpful.
- Commitment to the organizational mission and values.

Reporting Structure

- Reports to the Executive Director, Berthoud Habitat for Humanity.

Work Schedule

- 25 hours weekly, Monday – Friday.

Salary Range

- \$18-22 hourly.

Application Submission

- Please send cover letter and resume to Tiffany Brodie, Executive Director for Berthoud Habitat for Humanity, via email to tiffany@berthoudhabitat.org.