



We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for over 30 years. To date we have built over 200 homes and housed more than 300 adults and 500 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

Volunteer Coordinator and Office Administrator

Position Purpose:

This staff member is responsible for greeting visitors to the HFHSC business offices, answering phone calls, and accepting payments and applications from current and potential future homeowners. S/he maintains a running inventory of office supplies ensuring supplies are ordered when needed. S/he also coordinates community service worker assignments and processes all paperwork, records all volunteer hours into the database, process mailings, and many other administrative duties throughout the organization. Under the supervision of the Director of Development and Engagement, the Volunteer Coordinator and Office Administrator will manage all HFHSC volunteer activities including participating with recruitment, retention of volunteers, corporate volunteer groups, and volunteer scheduling. S/he will provide follow up to volunteers to further engage with HFHSC.

What you need:

- Associates or Bachelor's degree in administration, secretarial sciences, or related field –or– equivalent experience
- Experience in a nonprofit organization preferred
- Excellent phone and communication skills
- Understanding of the challenges faced by low income families
- Integrity, organization and attention to detail, as well as the ability to work independently and multi-task
- Ability to maintain confidentiality of sensitive family information
- Excellent computer skills, including but not limited to Microsoft Office

Hiring Requirements:

- Valid In-State Driver's License, ability to successfully pass a drug screen and background check

You demonstrate these behaviors:

- Strong Interpersonal and communication skills with other departments, sponsors, volunteers, and partner families

What will YOU Build?



- Ability to effectively represent Habitat for Humanity to the public
- Commitment to the Habitat mission, values and ethics
- Consistently and professionally interact with individuals from varied background
- Ability to create, adjust and maintain working calendars and schedules
- Possess strong problem solving skills, the ability to work in a fast paced environment, and the ability to multi-task
- Ability to travel occasionally
- Proficient with computers and software

What you'll get:

- Paid Time Off
- Simple IRA, with up to a 3% match
- Medical, Dental and Vision Insurance 100% coverage for employees and options to purchase for spouse or families
- Cell phone and mileage reimbursement
- Up to 15 paid holidays per year
- Potential yearly bonus based off quarterly performance objectives
- \$15,000 life insurance policy paid 100% by affiliate
- Flexible work schedule
- \$27,000 - \$38,000

What will **YOU** Build?

