

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 36 years. To date we have built over 225 homes and housed more than 400 adults and 600 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.

Administrative Assistant

Position Purpose:

This full-time position is responsible for greeting visitors to the HFHSC business offices, answering phone calls and routing them to the appropriate staff/department, 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. The Administrative Assistant performs various data entry assignments, process mailings and thank you letters to donors, and many other office and administrative duties throughout the organization. S/he is administrative and office support for all the administrative staff including development, family services, finance, construction and the office of the President & CEO.

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
- Ability to effectively represent Habitat for Humanity to the public

What will YOU Build?



- 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
- Highly Proficient with computers and software especially data entry

What you'll get:

- Full time position Monday through Friday 8:00 am to 4:30 pm
- Paid Time Off
- Simple IRA, with up to a 3% Match
- Medical, Dental and Vision Insurance options
- Potential twice a year bonus based off performance objectives
- \$16.00 - \$22.00/hour based on experience

What will **YOU** Build?

