**Rockford Area Habitat for Humanity**

**Job Description**

**Job Title:** Office Assistant

**Reports to:** Executive Director

**Job Summary:** To handle the day-to-day operations of the office of the Rockford Area Habitat for Humanity (RAHFH) affiliate. This job involves extensive contact with office volunteers and current RAHFH homeowners.

**Job Duties and Responsibilities:**

* Oversee the daily operations of the RAHFH office to include handling phone calls and voice mails, processing the daily mail, and related administrative duties.
* Manage the work tasks and schedules for all office volunteers, including preparing work for them to handle each week.
* Manage the existing affiliate database and keep it up to date.
* Maintain the affiliate mailing list for prospective program applicants and critical home repair applicants
* Work with the affiliate staff, including the Construction Manager, to assist with the build site logistics of items like dumpsters, signage, paperwork, and construction material.
* Manage all office supply items to ensure they are in stock and well organized.
* Partner with the affiliate staff and assist in the planning and execution of special affiliate events throughout the year.
* Be available to work with both the Executive Director and Business Manager of the affiliate on a variety of tasks and projects.
* Help maintain the professional physical condition of the office.

**Skills Required**

* MS Office (Word, Excel, Outlook)
* Competency in e-mail and other basic on-line systems
* Excellent organizational skills and attention to details.
* Strong communication skills and the ability to interact effectively with a wide variety of people.
* Must have a passion for providing great customer service to all who reach out to the affiliate.
* Must possess a positive, enthusiastic attitude that promotes successful teamwork and collaboration.
* Possess a professional demeanor that allows you to represent the mission and strategic goals and objectives of RAHFH in a positive manner.

For all of the above-mentioned roles, the responsibilities listed may also include additional duties assigned by the Executive Director. The duties and responsibilities presented in this job description are intended to be representative in nature and should not be construed as an exhaustive list.

To apply contact Keri Ascevedo [KeriAsevedo@rockfordhabitat.org](mailto:KeriAsevedo@rockfordhabitat.org)

Signature of employee confirming receipt of form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

August 2021