



We build strength, stability,
self-reliance and shelter.

Position Title: Executive Administrative Assistant

Department: Administrative

Reports to: President & CEO

Supervises: Office Volunteers, Special Employment Programs

Compensation: \$18-\$21/hour, medical/dental benefits, 2% retirement match, cell phone and mileage reimbursement, and paid time off. *Full-time, nonexempt.*

We hire people who are enthusiastic about making a difference here in the Greater Sacramento Region.

Habitat for Humanity of Greater Sacramento provides local families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization.

Reporting directly to the President and CEO, the Executive Administrative Assistant oversees day to day operations of the affiliate office. This includes but is not limited to; managing special employment programs, providing executive support, and serving as a board liaison. The ideal candidate is an independent self-starter who is trustworthy and highly detail oriented. He or she needs to be able to work well with people of diverse backgrounds; have a solid work ethic and high integrity as well as the ability to exercise good judgement in a variety of situations. Must possess strong verbal and written communication, exceptional organizational skills, be flexible to changing circumstances and have the ability to maintain balance in a fast-paced working environment.

Executive Support (40%)

- Completes a wide variety of administrative tasks for the President & CEO including: managing an active calendar, completing expense reports, arranging travel
- Support with internal and external communications
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects, some of which may have organizational impact
- Maintain a quality filing and communication system including contact management, document management and archiving

Board Support & Liaison (20%)

- Serve as a liaison to the Board of Directors and affiliated committees
- Responsible for managing Board logistics, documents, and records
- Maintains discretion and confidentiality in relationship with all Board members
- Prepare, facilitate and record Board meetings
- Adheres to applicable rules and regulations set in bylaws regarding Board and Board committee matters, including advance distribution of materials before meetings in electronic/paper format

Office Management (30%)

- Oversee administrative office operations
- Coordinate the agenda and logistics of all-staff meetings and off-sites
- Records notes at all-staff meetings and provides re-cap
- Manage incoming mail processing
- Manage office budget and maintain record of office expenses
- Manage use of shared resources, including the purchasing, maintaining and repair of equipment: printers, copier, postage meter, supplies, and services
- Coordinate services and vendors to maintain a clean and functional office space
- Manage office volunteers and prepare them with appropriate projects and training support
- Serve as liaison for Property Manager and schedule upkeep as needed
- Staff Liaison for IT vendor

Special Employment Program Management (10%)

- Oversee all Special Employment programs (i.e. NAPCOA, Cristo Rey, etc...)
- Manages Office Volunteers

Skills

- Ability to successfully perform the essential responsibilities and expectations of this position
- Strong organizational and prioritization skills
- Very strong written communication skills
- Highly organized, ability to multi-task, meet deadlines, and flexibility to adapt to the work
- Excellent organizational and prioritization skills; ability to manage an unpredictable workflow and possess the flexibility to respond thoughtfully and quickly
- Must have excellent PC knowledge - Microsoft Office Suite applications, Adobe Acrobat Pro, PowerPoint, and Excel (including charts)
- Must be able to pass background check

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Benefits

This position is a full-time, nonexempt position. Compensation for this role is competitive, DOE. This position offers health, dental and vision insurance, 403b retirement account with 2% employer provided match, 10 days paid time off your first year of employment and generous increasing accrual rate every year forward, 24 hours of California paid sick leave, and 10 paid holidays.

EEO: Habitat Greater Sacramento is an equal opportunity employer. Habitat Greater Sacramento strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.

Schedule: Monday-Friday from 8:00am-5:00pm, occasional overtime on evenings and weekends.

Physical Requirements: Physical requirements are those that are present in normal office environment conditions and infrequently may involve light to moderate lifting up to 50lbs. Must be able to travel.

Licenses and/or Certificates: Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

To apply: Submit resume and cover letter to employment@habitatgreatersac.org with the subject line "Executive Administrative Assistant Applicant "

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time and the associated metrics and fundraising goals of the position will be evaluated and changed as needed to support the affiliate annually. Any revisions after hire will be provided in writing.

Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply.

Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.