



YAKIMA VALLEY PARTNERS HABITAT FOR HUMANITY JOB DESCRIPTION

Office Administrative Assistant

Reports to: Executive Director

Description: This is an administrative assistant position, the role will be to support YVPHFH affiliate's administrative office, with a focus on "receptionist" and "front desk" duties.

Employee Status: Non-exempt, hourly at 40 hours per week

Responsibilities:

1. Reception/Front Desk

- Collect, sort, and distribute mail and payments.
- Answer, Address, or Transfer Calls.
- Maintain a clean & professional office including all common or public areas.
- Great Clients, Vendors, Donors, Volunteers, & Partners.
- Manage office and board room Calendars & Assist with meeting preparations.

2. Family Services

- Provide applications and printed materials to potential program participants.
- Support Home Dedications.

3. Outreach and Fundraising

- Assist with Social Media Management
- Support home build initiatives such as the Women's Build, YouthBuild, & Work Camps.
- Support Income Development activities such as the Annual fundraiser & Special Events.

4. Other Duties as Required or Requested

- Support Administrative Staff.
- Any other duties as required by the Executive Director.

Required Skills / Experience / Physical Requirements

- Knowledge and experience with Microsoft Office Suite is required
- Knowledge of construction/contracting industry is preferred.
- Knowledge of Real Estate and Mortgage industry is preferred.
- Team Spirit is a MUST
- Must be a good listener and be able to engage in well-considered discussions.
- Must be willing to understand the big picture of the YVPHFH ministry.
- Must pass Criminal Background Check and Sexual Offender Check.
- Applicant must be organized and able to work in a fast-paced environment.
- Strong written communication skills

Employee Signature

Employee Printed Name

Date

We build strength, stability, self-reliance and shelter

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