



Habitat for Humanity of Walton Co., FL

Executive Assistant

Job Description

POSITION SUMMARY

The Executive Assistant (EA) is a part time position that will provide executive level support to the CEO and Operations Director (OD). This position must be team oriented, organized, able to meet deadlines, and be skilled in computer use. The EA must have the ability to prioritize tasks and responsibilities while managing multiple projects, as well as work effectively with a diverse group of people. The EA reports directly to the CEO and OD. The EA is dedicated to and has the ability to articulate the mission and core values of Habitat for Humanity of Walton Co., FL (HFHWC).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Process incoming and outgoing correspondence (post mail, e-mails)
- Order office supplies
- Act as the first point of contact for visitors, employees, potential applicants, volunteers, and homeowners
- Update files (contact lists and other files on request)
- Manage CEO's calendar and set up meetings (virtual and in-person), mail and correspondence and monitoring important deadlines
- Managing the initial stage of the Homeownership program – taking phone calls and emails from interested persons and sending out Pre-applications and Full Applications as requested
- Managing the initial stage of the Volunteer program – taking phone calls and emails from interested persons and sending out Volunteer Registration forms as needed
- Performing all other office-related tasks and support duties as required, including a daily office presence from (9:30 am – 1:30 pm)
- Oversee volunteers in the office as needed. Monitor their work, safeguard the quality, provide feedback to volunteer coordinator as needed.

REQUIRED SKILLS, EDUCATION, & EXPERIENCE

- Strong interpersonal and communications skills, internally and externally, with groups and individuals having a variety of personalities and backgrounds.
- HS Degree, AA or BA preferred.
- Proficient with Microsoft Office, including Excel and Word.
- Office experience preferred.
- Valid Driver's license preferred.

COMPENSATION & BENEFITS

- HFHWC offers competitive hourly rates for part time positions.
- If the position were moved to Full-Time in the future, HFHWC offers Medical, Dental, and a matching 401K plan.
- If the position were moved to Full Time in the future, HFHWC offers PTO and legal holidays.