

## Habitat for Humanity of Lincoln

### Administrative Assistant

*The basic duties, responsibilities, and tasks are as follows:*

- Support leadership staff with administrative responsibilities
- Establish and maintain files/electronic files needed by staff
- Answer telephone calls and route them accordingly
- Greet in-person guests and assist them promptly and in a friendly manner
- Serve as first point of contact and respond to all inquiries made via email, website, telephone, postal mail, and in person
- Maintain company's file/electronic file systems
- Purchase, upgrade, and maintain office supplies and equipment
- Pick-up/drop-off mail daily and distribute to staff
- Record and disseminate minutes from staff meetings
- Perform administrative support tasks as requested by the leadership team
- Send appropriate correspondence and mailings in a timely manner
- Set up conference room for internal and external meetings
- Contact and communicate with staff, volunteers, homeowners, board members, vendors, donors, community members, and ReStore patrons
- May collect data, assemble materials, type proposals, and assist in employee-related administrative tasks
- Make travel arrangements for the CEO and directors
- Other specific projects as assigned or developed

#### **Finance:**

- Process accounts payable invoices and check requests for approval by Finance Director for payment in digital application
- Assist Finance Director with annual audits and other year-end activities
- Maintain construction in progress (CIP) log integrated with QuickBooks Online
- Verify credit card expenditures are recorded correctly by staff in digital credit card application
- Prepare expense reports for approval and processing
- Maintain vendor/invoice electronic filing system

#### **Development:**

- Enter donations and other data, manage databases
- Process donation acknowledgments
- Assist in mass mailing preparations
- Assist with website updates and other communications as appropriate

#### **Program Support:**

- Handle inquiries for volunteer program, assist with scheduling and communication, maintain volunteer database
- Handle inquiries for homeownership program, including new construction and repairs
- Maintain homeowner records per record retention policy
- Assist with annual homeownership application cycle

**Confidentiality:**

- Must have the ability to deal with highly confidential matters in a professional manner
- Maintain the integrity of confidential information relating to company, employee, and donor data

**Required Qualifications:**

- Computer skills in word processing, spreadsheets, and databases
- Experience using Microsoft applications (Word and Excel) and content management systems (document sharing) such as SharePoint, OneDrive and Dropbox, Microsoft Teams and Zoom
- Self-starter and ability to work independently with minimal supervision
- Ability to analyze problems and make corrections in a complex and fast-paced environment
- Ability to proactively determine priorities and meet deadlines
- Experience using social media and willingness to learn marketing platform practices
- Experience coordinating a functional and efficiently-operated office environment
- High level of verbal and written communication skills
- Detail oriented and organized
- Flexibility related to working with and assisting volunteers
- Complete a criminal background check
- Bookkeeping experience preferred
- QuickBooks Online and Bill.com experience a plus
- Copywriting and graphic design experience a plus

**Education:**

- Associates degree required. Bachelor's preferred.
- Two years related work experience in a non-profit or other business may be considered in place of a degree
- Work, Environment and Physical Demands
- Most work is performed indoors in an office setting. It is normal to sit for long periods of time.
- Requires valid driver's license and must meet company's insurance requirements; occasional driving to various offices or build or repair sites to work with staff and volunteers
- Some tasks involve working with volunteers and staff while others are performed independently

This position will report to the Finance Director. It is a part time, non-exempt position; Monday through Friday.

To apply, click [Administrative Assistant- Lincoln, NE Job in Lincoln, NE | Careerlink](#)

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