



Administrative Assistant

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. Since 1983, Habitat Ventura County has built 77 new homes and repaired over 300 more. HFHVC is searching for an Administrative Assistant to help further the organization's efforts to build strength, stability, self-reliance and shelter throughout Ventura County.

Position summary

Type: Part-time, Non-Exempt (Maximum 25 hours per week)

Reports to: Chief Executive Officer (CEO)

Salary: \$17 - \$18.50 per hour

Work schedule: Flexible to any combination between 9am – 5pm, Monday - Friday. Rare weekend or evening requirements.

Location: Oxnard, CA

Primary Responsibilities of this position include:

- Office Administration:
 - Greet visitors warmly, providing information and direction
 - Answer and returns phone calls in a timely manner, providing information to the public and/or transferring calls to staff
 - Manage general email inbox for HFHVC, answering inquiries and forwarding on to appropriate staff as needed
 - Keep general office areas tidy
 - Prepare for and clean-up post office meetings/functions
 - Sort and distribute mail
 - Track office supplies and order when necessary
 - Coordinate office vendors
 - Adhere to Habitat for Humanity's Safeguarding behavior to respect and safeguard the rights and dignities of all people and protect all, including those we intend to serve, from exploitation and abuse.
 - Represent HFHVC in a professional manner in all interactions, whether with coworkers, volunteers, vendors, etc.

- Donation Processing:
 - Post checks into donor software
 - Prepare acknowledgement letters and post once signed
 - Run reports for both Finance and Development Departments
 - Post Electronic Fund Transfers (EFTs) into donor software after confirming receipt
 - Confirm and post matching gifts
 - Process credit card donations as needed
 - Fundraising event data entry support
 - Prepare bank deposits

- Program Assistance:
 - Maintain Homeowner Interest list
 - Assist with Board of Directors meeting preparation and communication
 - Organize files in storage room, adhering to record retention plan
 - Engage and interact with volunteers in a positive manner
 - Provide support for Habitat staff, committees and events as assigned. Examples include, but are not limited to, data entry, research, event support, volunteer support and program support.

Required skills and qualifications:

- Bilingual (English and Spanish speaking) is required
- Commitment to serving low-income families and supporting the need for affordable housing in Ventura County, CA.
- Strong written and verbal communication skills.
- Strong organizational skills.
- Pays attention to details with a high level of accuracy and confidentiality.
- Ability to prioritize multiple tasks without losing quality of work.
- Initiative taker, with problem-solving skills.
- Proficiency in Outlook and MS Office (MS Excel, MS Word and MS PowerPoint, in particular). Familiarity with database management and cloud applications.
- Working knowledge of common office practices and machines.
- Ability to interact with a wide variety of people including staff, board members, vendors, volunteers, homeowners, applicants and customers.
- High school diploma or equivalent; college degree preferred
- Minimum 2 years of clerical, secretarial, administrative or office experience

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly spend long hours sitting and using office equipment and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control or feel objects
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to maintain files and supplies
- Occasionally lift 5-15 pounds

To apply:

Send cover letter, resume and three references to info@habitatventura.org. Please include “Administrative Assistant - your last name” in the subject line. Incomplete applications will not be accepted.

Applications will be accepted until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please. Only short-listed candidates will be contacted.

Habitat for Humanity of Ventura County is an equal opportunity employer.