



CELEBRATING **30** YEARS

*Building homes, communities
and hope around the Palouse.*

POSITION: Office Manager

Palouse Habitat for Humanity Mission: To serve our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

Position Summary: This position is part of the Palouse Habitat Administrative Team which includes the Executive Director, the Development and Communications Specialist, the Volunteer and Homeowner Support Coordinator, key volunteers and contract help who work together to further the Habitat for Humanity mission to provide safe affordable housing to those in need around the Palouse. This position is responsible for front office duties, human resources, record keeping, data management and reporting, and customer service. This position will assist with development, outreach, marketing, fundraising & events, and volunteer management.

Duties:

- Provide dependable weekday office presence. Ensure effective telephone, email and mail communications with staff, volunteers and the public.
- Responsible for overall administrative activities for the office including ordering supplies, ensure maintenance of office equipment, serve as point person for vendors, etc.
- Manage Palouse HFH office files, record keeping, and storage space.
- Conduct regular computer backup for network security. Maintain password list.
- Complete periodic reports and licensing updates required by agencies, local, state and federal governments and Habitat for Humanity International.
- Responsible for human resources: conduct background checks (in coordination with Volunteer Coordinator), employee on-boarding paperwork, employee records, submit State Insurance Fund claims, arrange for required training, etc.
- Maintain Habitat databases for community impact data, escrow accounts, interested homeowners, and home repair records.
- Manage Little Green Light constituent relations management software. Ensure data quality. Track donations and grants. Generate weekly donor acknowledgements. Produce mailing lists and reports as needed to support outreach and development.



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Requirements:

- Have a heart for mission-oriented work and public service. Experience with a nonprofit preferred. Become familiar with Habitat for Humanity's mission and purpose, to embrace the Surplus Sale's role in Habitat's work to build and repair homes for local low-income families.
- Have a good sense of humor and be effective working in a team and alone.
- Strong writing and verbal communication and customer service skills.
- A self-starter with attention to detail and follow through.
- The ability to plan, prioritize and organize a diversified workload.
- Be able to physically work in an office environment, including sitting at a desk and using a computer and telephones. Occasionally may be required to lift boxes, event supplies, etc up to 50 pounds.
- Be able to work independently and as a member of a team on special, one-time and ongoing projects.
- Be familiar with or willing and able to learn the basic use of Little Green Light (CRM software), Canva and Publisher graphics software, Office 365 Suite, and Auctria event software (training and support provided). Familiar with social media and online sales platforms.
- Pass a background check.
- High School diploma or equivalent. Some higher education preferred.

Position:

- Half-time Monday- Friday 10:30-2:30.
- \$17/hr
- Vacation (unpaid): five federal holidays, a week at Thanksgiving and two weeks at Christmas.
- Personal time: arranged with supervisor
- Location: 306 N. Main St Moscow Idaho
- Reports to Executive Director



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Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability. Updated 8/5/22 JW