



# Habitat for Humanity<sup>®</sup>

## of Lincoln County

**Title:** Executive Assistant  
**Reports To:** Executive Director  
**Status:** Full-time, non-exempt  
**Compensation:** \$22-\$26/hour, depending on experience  
Benefits include subsidized health care premiums; life insurance; generous paid time off  
**To Apply:** Email resume and cover letter to [director@habitatlincoln.org](mailto:director@habitatlincoln.org)

### SUMMARY

Habitat for Humanity of Lincoln County (HFHLC) is an affiliate of an international non-profit organization dedicated to eliminating substandard housing locally through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; by supporting disaster recovery efforts; and by providing training and access to resources to help families improve their housing conditions.

By becoming our Executive Assistant, you'll join a collaborative, team-based organization. You will be responsible for a variety of activities to keep the affiliate running smoothly. It's the perfect way to use your organizational skills to directly help the members of our community looking for a hand up, not a hand out.

### POSITION DESCRIPTION

The Executive Assistant is responsible for supporting the Executive Director to ensure the fiscal and operational success of the affiliate. This position will support all areas of operations, including financial management, regulatory compliance, human resources, fundraising, family services, office administration, and HFHLC programs. This position operates under the supervision of the Executive Director and serves as part of the leadership team.

### KEY RESPONSIBILITIES

#### Leadership

- Serves as liaison between the Executive Director and direct reports to ensure effective communication and reporting.
- Provides support for the Board of Directors, Finance Committee, Resource Development Committee, and other committees as needed.
- Promotes a culture that reflects the organization's values, represents the diverse community served in Lincoln County, encourages good performance, and rewards productivity.

#### Program Administration and Support

- Working closely with the Executive Director, provides significant support for the following programs:
  - Operations
  - Resource development

- Assists in planning and participates in fundraising events.
  - Community engagement
  - Homeowner services
- Working closely with the affiliate staff, provides support for the following programs as needed:
  - Construction
  - ReStore operations
  - Disaster recovery
  - Volunteer services
  - Special programs
- Ensures timely and appropriate response to inquiries from the community.

### **Financial Stewardship**

- Working closely with the Executive Director, ensures the financial sustainability of the organization.
- Oversees staff in the development and implementation of fundraising plans that support strategies set out in the Strategic Plan.
- Supports the timely preparation of monthly financial reports.
- Working with the Executive Director, supports the timely preparation of the annual budget with input from staff and the Finance Committee.

### **Compliance**

- Supports compliance with local, state, and national regulations governing nonprofits, employers, construction operations, safety, loan origination and servicing.
- Supports compliance with Habitat for Humanity International requirements for good standing, including policy development and compliance, quarterly production reports and annual ReStore reports.
- Supports compliance with local, state, and federal safety standards.

### **POSITION REQUIREMENTS**

- Successful completion of criminal history background investigation.

### **REQUIRED QUALIFICATIONS**

- Associate's degree or commensurate experience in business administration, accounting, human services or related area
- Two or more years of administrative support experience, preferably in the non-profit sector.
- Superior analytical skills and ability to think strategically.
- Demonstrated ability to follow through on assigned tasks with close attention to details.
- Ability to establish and maintain excellent working relationships with supervisor, staff, and the general public.
- Commitment to the Habitat mission, values and ethics.

## **PREFERRED QUALIFICATIONS**

Preference will be given to applicants with two or more of the following qualifications:

- Bicultural / bilingual Spanish speaking preferred.
- Fundraising experience.
- Event management experience.
- Public relations experience.
- Experience monitoring and ensuring compliance with local, state, and federal nonprofit requirements.
- Experience creating and maintaining internal policies.
- Knowledge of finance processes and financial management skills.
- Familiarity with consumer retail, preferably within the non-profit environment.
- 2 years of experience in the field of housing and community development.
- An understanding of the national and international relationships of Habitat.
- Experience in real estate development and financing, mortgage lending and affordable housing, and/or construction management.

## **ADDITIONAL SKILLS**

- Cultural responsiveness and empathy, including listening to and communicating with diverse groups.
- Self-motivated, reliable, enthusiastic; demonstrate grace and humor under pressure.
- Enjoy working with people from diverse backgrounds.
- Possess and display strong skills in teamwork, problem solving, and positive communication.
- Excellent organization skills demonstrated by ability to simultaneously manage multiple projects to completion while achieving accuracy and meeting the stated goals.
- Strong writing and oral communication skills.
- High degree of integrity and honesty.
- Must have good anticipatory abilities and proactive approach to problem solving.
- Proficient with Microsoft Office suite of products, including Outlook, Word, and Excel.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates primarily in a professional office environment with some exposure to new-home construction sites, Habitat ReStores, and other indoor and outdoor locations throughout Lincoln County. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require occasional travel, both within and outside Lincoln County.

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle items or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

### **EQUAL EMPLOYMENT OPPORTUNITY**

*Habitat for Humanity of Lincoln County is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.*

**NOTE:** *This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*