

Job Description: Administrative Specialist – Habitat for Humanity of Baldwin County, AL

Please send a resume with cover letter and three professional references via email to jobs@hfhmgc.org. Applications will be reviewed quickly, and interviews will be conducted on a rolling basis. No phone calls please.

Primary Role: The Administrative Specialist will provide general reception duties as well as support to the various affiliate departments: Client Services, Resource Development, Finance, and Construction. Under the supervision of the Director of Operations, this position will perform complex and confidential administrative and clerical duties to facilitate our mission of service to our community.

Responsibilities:

- General reception duties, answering the main phone in a professional manner and directing calls as appropriate.
- Greeting visitors and providing information and materials as needed.
- Provide department related messaging to clients and the public as directed.
- Support to the Client Services Department
 - Assist with mailings, making copies and scanning items for the department.
 - Scheduling meeting space for Client Services events and education classes.
 - Maintain supply of Client Services printed material.
 - Provide department related messaging to clients and the public as directed.
 - Schedule families and clients to participate in development and volunteer events.
 - Schedule families and clients to participate in classes offered by Habitat for Humanity of the MS Gulf Coast (HFHMGC)/Habitat for Humanity of Baldwin County (HFHBC) and partner agencies.
 - Assist the Client Services Specialist by receiving client assessment packages and confirming that all required information has been provided.
- Support to the Resource Development Department
 - Assist with donor communications and stewardship efforts.
 - Capturing donor data to be incorporated into the donor database.
- Support to the Director of Operations
 - Errands such as banking, post office, court filings and signature gathering.
 - Ordering office supplies.
 - Assist with preparations for meetings and communications.
 - Assist with spreadsheets, data input, copying and scanning.
 - Broad support as requested as pertains to all operations including clerical duties related to Finance and Construction.

Education and Experience:

- Education: Associate degree preferred and/or comparable experience. Two years' administrative office experience.
- Excellent communication skills, including demonstrated proficiency in grammar.
- Proficient computer literacy in Microsoft Office products (Word, Excel, Outlook, PowerPoint).
- Ability to compose correspondence with accuracy.

- Accurate proofreading skills and above average math skills.
- Ability to anticipate tasks and set priorities.
- Strong collaborator with excellent interpersonal and communication skills, meticulous and have a high degree of integrity meeting professional standards working with various levels of management in all departments.
- Excellent time management skills, ability to juggle multiple tasks and function smoothly under deadlines and shifting priorities.
- Exhibit good critical thinking and critical thinking skills.
- Commitment to affordable housing and HFHBC/HFHMGC's mission, vision, and values.

Employment Status: Full-Time salaried position at 40 hours per week.

Salary: Competitive salary depending on experience, plus a benefits package including medical insurance and 401k options.