

Reports To: Affiliate Director

Summary: The Administrative Assistant provides general office support for the successful operations of Habitat for Humanity La Crosse Area and ReStore.

Administrative:

- Sends donation acknowledgement letters and tax receipts (if needed) within three days of donation
- Organize and maintain files and records – computer and paper
- Oversee and manage office equipment and supplies
- Maintain updated paper and computer files on equipment
- Oversee equipment maintenance as needed
- Oversee business errands as needed
- Provide information to the public via the telephone, online and in person
- Assist with document preparation and mailings
- Support staff with written correspondence, mailings and administrative support
- Set up and coordinate meetings as assigned
- Work with committee chairs to prepare and send agendas and meeting reminders
- Attend committee meetings and record and distribute meeting minutes
- Manage mail; prepare outgoing mail and open and organize incoming mail for Executive Director review
- Perform general clerical duties to include but not limited to: creating documents, copying, mailing, faxing, and scanning
- Perform mail merges and assemble mailings
- Perform regular upkeep, cleaning, and organization of office
- Update required workplace postings
- Order and track office supplies
- Support Executive Director and other managers as needed
- Coordinate data entry of ReStore receipts

Special Events:

- Serve on committees and attend and assist at events
- Assist with event planning, organization, and implementation of events

Other Duties:

- As assigned

Qualifications:

- Must be able to perform clerical tasks – including data entry, answering the phone, filing, generating letters, etc.
- Proficiency in Microsoft Office including Outlook, Microsoft Word, Excel, and

Publisher

- Ability to maintain confidential information, high ethical standards
- Excellent attention to detail with the ability to perform high quality work while being interrupted consistently throughout the day
- Excellent phone etiquette
- Need to be able to handle multiple competing tasks
- Needs to have flexible and positive attitude
- Ability to represent Habitat for Humanity La Crosse Area and ReStore in a professional manner
- Must be a collaborative team player and be able to work with diverse groups of people
- Must be self-motivated and reliable
- Speaks and writes clearly and informatively
- Valid Driver's license and personal vehicle

POSITION INFORMATION

\$15 per hour. This is a full-time, position (including some nights and weekends – limited). Offers flexible scheduling. Habitat for Humanity La Crosse Area offers paid time off, paid sick time, paid holidays, health/dental/vision insurance, accident insurance, and retirement.

TO APPLY:

For consideration, please send a completed Habitat application.

Submit materials electronically to info@habitatlacrosse.org or mail to: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI 54601.

Application materials due no later than 5 pm on Friday, August 26.