



Habitat for Humanity® La Crosse Area

POSITION POSTING

Employment Application Packet: Administrative Assistant

Pay Level: \$15 per hour

Hours: 40 hours per week

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

- Application form (attached)
- Resume
- Supplemental Employment Survey (attached)
- Cover letter

This application packet is due by 5 pm on Friday, August 26

We will only consider your application if we have received the materials by the specified due date and time.

Materials may be:

- Emailed to info@habitatlacrosse.org
- Mailed to, or dropped off at, the following location: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI

For more information please visit our website at www.habitatlacrosse.org



Habitat for Humanity La Crosse Area is an equal opportunity employer and service provider. Auxiliary aids and services available upon request.

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.



Application For Employment

COMPLETE ALL SECTIONS. WRITE IN "N/A" IF REQUESTED INFORMATION IS NOT APPLICABLE.

1. Name (Last, first, middle)			
2. Address			
Street or RFD #	City	State	Zip Code

3. Position desired
4. Telephone #
5. Email

ANSWER ITEMS 6 THROUGH 10 BY PLACING AN "X" IN PROPER COLUMN. PROVIDE DETAIL WHERE APPLICABLE.

	YES	NO
6. Do you have a legal right to work in the United States permanently?.....		
7. A. Do any members of your immediate family serve on the Habitat for Humanity La Crosse Area Board of Directors?..... B. Are any members of your immediate family currently employed by Habitat for Humanity La Crosse Area?..... Note: Immediate family is defined as spouse, parent, child, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild, son-in-law and daughter-in-law. C. If 7A or 7B was answered "Yes", give name of family member:		
8. Have you been employed by Habitat for Humanity La Crosse Area before?..... If "Yes", give position(s) held and dates.		
9. A. Are you available for work immediately?..... If "No", on what date would you be available? _____ B. Are you available to work full time?..... part time?..... temporary?.....		
10. A. Can you travel if the job requires it?..... B. Do you have dependable transportation?..... C. Do you hold a valid driver's license?..... D. Do you carry auto insurance coverage?.....		

11. EDUCATION	HIGH SCHOOL	TECHNICAL SCHOOL/COLLEGE	GRADUATE/PROF.
School Name & Address			
Years Completed			
Diploma/Degree			
Describe Course of Study			

Describe specialized training, skills, apprenticeships:

12. EXPERIENCE: BEGIN WITH CURRENT OR MOST RECENT JOB OR VOLUNTEER EXPERIENCE AND WORK BACK. ACCOUNT FOR PERIODS OF UNEMPLOYMENT EXCEEDING THREE MONTHS ON THE LAST LINE OF EXPERIENCE BLOCKS IN ORDER OF OCCURRENCE.

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

13. Other Professional References (not former employers or relatives)

Full Name	Present Business or Home Address	Telephone #	Business/Occupation

A FALSE, INCOMPLETE, OR DISHONEST ANSWER TO ANY QUESTION ON THIS APPLICATION WILL BE GROUNDS FOR RATING AN APPLICANT INELIGIBLE FOR EMPLOYMENT WITH THIS AGENCY, OR FOR DISMISSAL AFTER EMPLOYMENT. ALL STATEMENTS ON THIS APPLICATION ARE SUBJECT TO INVESTIGATION (EXCEPT WHERE NOTED IN #12 ABOVE). ALL INFORMATION WILL BE CONSIDERED IN DETERMINING AN APPLICANT'S ELIGIBILITY FOR EMPLOYMENT WITH THIS AGENCY. I RELEASE HABITAT FOR HUMANITY LA CROSSE AREA FROM ALL CLAIMS AND LIABILITIES REGARDING REFERENCES GIVEN. I UNDERSTAND ALSO, THAT IF HIRED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE ORGANIZATION. I UNDERSTAND THAT MY EMPLOYMENT WOULD BE FOR NO SPECIFIC PERIOD OF TIME AND THAT I MAY BE TERMINATED AT ANY TIME.

Signature of Applicant

Date

HABITAT FOR HUMANITY LA CROSSE AREA IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST.
HABITAT FOR HUMANITY LA CROSSE AREA IS COMMITTED TO QUALITY SERVICE AND CONTINUOUS IMPROVEMENT.

AFFIRMATIVE ACTION SURVEY

Habitat for Humanity La Crosse Area is an equal opportunity employer and strives to comply with all government regulations and affirmative action responsibilities. Applicants are considered for all positions and employees are treated during employment without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation, or disabling condition.

We are required to collect data requested on this questionnaire for record keeping and to document affirmative action efforts. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary.

This questionnaire will be detached from your application upon receipt. This information will not be seen or used by people involved in screening or in the interviewing processes for applicants. This data will be kept in a confidential file separate from your job application.

Thank you for your cooperation!

I chose to NOT complete this form.

1. Position Applied for: _____ Date _____

2. How did you first find out about this job opening?

_____ Advertisement

_____ Friend/Relative

_____ Job Service

_____ Walk-in/Inquiry

_____ From an employee of Habitat

_____ Internet

_____ Other _____

3. Gender: _____ Male _____ Female

4. Age 40 or Older: _____ Yes _____ No

5. Race:

_____ African American or African

_____ American Indian or Alaska Native

_____ Asian

_____ Native Hawaiian or Other Pacific Islander

_____ White

_____ Other Race

_____ More than One Race

_____ Unknown

Ethnicity:

_____ Hispanic/Latino

_____ Not Hispanic/Latino

_____ Unknown

6. Disability or Handicap: _____ Yes _____ No

(Please DO NOT tell us the disability or handicap you have – just whether or not you have a disability or handicap or perceive yourself as having one)

7. Veteran: Yes No

Vietnam Era Veteran: Yes No

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Supplemental Employment Survey – Administrative Assistant

Please complete along with your employment application.

1. How many years of customer service experience do you have?
 - None
 - Less than five years
 - Five to ten years
 - More than ten years
2. How many years' experience do you have working in an office setting?
 - None
 - Less than three years
 - Three to ten years
 - More than ten years
3. How many years' experience do you have completing data entry?
 - None
 - Less than three years
 - Three to ten years
 - More than ten years
4. How many years' experience do you have performing clerical duties?
 - None
 - Less than 1 year
 - One to three years
 - More than three years
5. Are you able to work occasional nights and weekends?
 - No
 - Yes
6. Have you ever assisted with planning events or fundraisers?
 - No
 - Yes, I have played a primary role in planning events or fundraisers
 - Yes, I have assisted others in planning events or fundraisers
7. Are you proficient in operating the following computer programs (circle all that apply)?
 - Microsoft Word
 - Microsoft Excel
 - Outlook
 - Quick Books
 - Social media platforms (Facebook, Twitter, Instagram, etc.)