



Office Administrator

Job Description – Full-time

\$18/hour; Health Benefits included

Bennington County Habitat for Humanity seeks a **full-time** Office Administrator to work at its Manchester office, Monday through Friday.

The office administrator's duties include:

- Administrative support for the Executive Director, Staff and Board.
- Managing the donor and volunteer database and all related tasks.
- Writing and publishing a monthly ENewsletter.
- Managing the Website.
- Producing the Weekly Construction Eblast and other eblasts, as needed.
- Checking and responding to our Facebook page and website contact page.
- Managing the initial stage of the Homeownership program – taking phone calls from interested persons; sending out applications as requested; keeping Homeowner Selection Committee members up-to-date on the process; other tasks as required.
- Managing the initial stage of the Home Repair program – taking phone calls from interested persons; sending out applications as requested; reviewing applications with the Executive Director as received; coordinating initial visit to the homeowner's house with the Construction Manager.
- Managing volunteers, including producing the weekly Construction Eblast.
- Answering the phone, responding to calls, and directing calls, as needed.
- Managing the mail and necessary banking on a daily basis.
- Scheduling ZOOM meetings.
- Performing all other office-related tasks and support duties as required, including a daily office presence.

The Office Administrator must:

- Be proficient in Microsoft Word, Excel, Powerpoint and Publisher.
- Be able to use MailChimp for ENewsletters.
- Be familiar with social media, such as Facebook, and know how to use it.
- Know website management.
- Have a working knowledge of database software, preferably Bloomerang.
- Have excellent interpersonal and communication skills (both verbal and written).
- Enjoy working with people.
- Have a commitment to the mission of Habitat for Humanity.

Please submit Letter of Interest and Resume to Bennington County Habitat for Humanity, by mail to PO Box 1159, Manchester, VT 05254, or by email to execdir.bchfh@gmail.com For more information, call our Habitat office at 802-367-1000.