

Position: Office Assistant

This position offers an opportunity to develop professionally and contribute meaningfully to an organization with a recognizable, trusted brand and solid reputation. The Office Assistant works closely with the CEO and directors and is a dynamic and highly motivated member of the Habitat for Humanity Greater Ottawa team.

Reports to: Chief Executive Officer

Primary function:

The Office Assistant ensures the smooth operation of the Habitat office. The position also provides administrative support to the CEO, Director of Operations and Communications, and the Director of Development.

Staff Support

- Provides administrative support to the CEO and other positions in the organization (e.g. scheduling, correspondence, monthly expense reports, review of incoming documents etc.)
- Coordinates the CEO and other staff member's schedules, appointments, reservations and travel arrangements
- Handles phone calls, emails and inquiries in a professional and timely manner
- Drafts and /or edits communications, letters, emails, presentations, and speaking notes
- Maintains files and archives
- Performs research tasks and compiles databases
- Provides HR support (e.g. tracking vacation and time sheets, posting available positions and reviewing resumes)
- Provides administrative support to build staff when/if needed
- Attends Board and committee meetings as needed to provide administrative support and complete meeting minutes

Volunteer and Community Support

- Supports and maintains relationships with external stakeholders, partners and clients
- Provides support to the committees and the Board of Directors; prepares and collects all supporting documents, prepares calendar of events, organizes meetings and functions
- Coordinates logistics for a variety of meetings
- Participates in the preparation of strategic planning documents and operating plan
- Maintains and updates all Board and committee lists electronically with the assistance of the Community Engagement Coordinator
- Assists with the coordination of non-revenue generating events (i.e. Open Houses, Key Ceremonies, Volunteer Appreciation events)



Office Management

- Completes credit applications for office and builds with the assistance of the finance team
- Prepares tax receipts and maintains the donor database (Raiser's Edge) Maintains and oversees the donor database (Raiser's Edge) and assists with donor management
- Receives and processes incoming and outgoing mail
- Monitors inventory of office supplies and promotional material and order accordingly
- Ensures organization of the overall office, including the storage room and filing as needed
- Oversees servicing and operation of office equipment
- Manages office IT and telecommunications and proactively looks for alternatives to create efficiencies

Communications

- Acts as the first point of contact for the public in person at the office and by phone
- Provides regular monthly updates to the internal staff and board of directors
- Updates website and social media under the direction of staff
- Updates Sharenet (Habitat Canada intranet site)

Qualifications:

- Post-secondary education in an administrative field or a combination of education and work experience
- Minimum of 5 years' experience in a related field
- Excellent skills in Microsoft Office Suite products: Excel, Word, Outlook, PowerPoint, etc
- Experience with Raiser's Edge would be an asset
- Ability to work under pressure, under tight deadlines and with minimal supervision
- Proven ability to multi-task and manage time effectively with changing priorities
- Strong oral and written communication skills
- Ability to work with the public and diverse populations
- Bilingualism would be an asset
- A reliable vehicle and valid driver's license would be an asset

This full-time position offers a salary range of \$35,000- \$45,000 annually and a comprehensive benefits program. Please send a cover letter and resume to hr@habitatgo.com by **Monday February 3rd**.