



## **Administrative Assistant & Volunteer Coordinator**

### **Job Description**

Administrative Assistant & Volunteer Coordinator,  
LowCountry Habitat for Humanity, Beaufort, SC  
Reports to Executive Director  
Monday through Friday, 9 am to 5 pm,  
40 hour work week, including occasional evenings and weekends

- \* Answer phone and respond to voicemail in a timely and courteous manner, handling or transferring calls as needed
- \* Greet guests and respond to inquiries or refer to appropriate staff
- \* Retrieve and distribute or respond to daily mail and email
- \* Supervise volunteer process online ReStoreReReads orders in a timely manner
- \* Maintain the Charityproud database, keeping records current and accurate.
- \* Process in-house mortgage payments and prepare bank deposits. Reconcile monthly with accountant. Produce and mail annual summaries to in-house homeowners.
- \* Process donations, prepare Thank you notes and prepare bank deposits
- \* Assist in the preparation of donor mailings
- \* Order and maintain office supplies
- \* Work with the Family Selection Committee in the selection process, to include preparation for orientation meetings, processing applications, ordering criminal background and credit reports, preparing and mailing applicant correspondence and other tasks as needed in this process
- \* Maintain complete and accurate files for applicants, partner families and homeowners
- \* Work with Family Support Committee, monitor and report monthly sweat equity hours



616 Parris Island Gateway  
Beaufort, SC 29906  
843-522-3500

[info@lowcountryhabitat.org](mailto:info@lowcountryhabitat.org)  
[www.lowcountryhabitat.org](http://www.lowcountryhabitat.org)  
843-522-3553 fax

- \* Produce materials for Family Partners to send monthly Thank you notes to construction volunteers
- \* Work with co-workers in the design and production of marketing materials
- \* Work with co-workers to maintain the affiliate website and Facebook pages
- \* Format and send e-newsletters, using Vertical Response or Mailchimp
- \* Respond to inquiries about volunteer opportunities
- \* Assist in identifying and communicating with volunteers for affiliate activities.
- \* Respond to feedback received from volunteers and potential volunteers.
- \* Maintain record of volunteer hours and volunteer waivers. Work with the Volunteer Recognition and Retention Committee to provide appropriate volunteer appreciation and recognition
- \* Prepare Quarterly Volunteer Recognition and Retention Committee Report to the Board
- \* Organize, promote and lead monthly volunteer orientations
- \* Coordinate Collegiate Challenge activities and housing
- \* Assist other staff and volunteers with affiliate events
- \* Provide administrative support to staff, as necessary

### **Job Requirements**

- \* Possess excellent verbal and written communication skills
- \* Requires strong computer skills; working experience with Microsoft Office Professional products essential. Prior experience with bookkeeping, events, website maintenance helpful. Experience with WordPress a plus.
- \* Demonstrate proven organizational skills with attention to detail
- \* Demonstrate enthusiasm and ability to work independently *and* as a team player

