



Title: Executive Assistant	Employment Status: Full time
Department: Administration	FLSA Status: Non-Exempt
Reports to: Executive Director/CEO	Supervises: Office Volunteers and Interns

MISSION:

Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities and hope.

GENERAL DESCRIPTION:

The Executive Assistant is responsible for providing overall administrative support to the Executive Director/CEO, as well as serving as the liaison and point of contact for the Board of Directors and the Board’s committees. This individual professionally represents Pikes Peak Habitat for Humanity in-person and through written and verbal communication. The primary functions include ensuring the Executive Director/CEO is able to conduct daily business in an organized, proactive and prepared context, to create and administer appropriate processes and systems to support the Executive Leadership Team, to oversee specialized projects, and to provide administrative support to the Board of Directors and the committees.

CORE RESPONSIBILITIES:

1. Provide Support for Executive Director/CEO

- Assist Executive Director/CEO in managing commitments and scheduling appointments as requested
- Respond to and follow-up on telephone and email communications as requested
- Prepare and compile documentation for internal and external meetings
- Provide background research to Executive Director/CEO prior to scheduled meetings, interviews, presentations, events, etc. as needed
- Coordinate, track and carry out special projects as requested
- Research resources and vendors for outsourcing of projects
- Assist with formatting and word processing of materials, briefings and presentations
- Draft correspondence and follow-up materials to donors and other community leaders
- Support advocacy function such as setting up meetings with local, county and state legislators; and keeping staff and board apprised of upcoming pertinent affordable housing legislation and calls to action
- Provide vision, energy and passion for Habitat’s mission, values and integrity in all aspects of the job

2. Manage Internal Organizational Systems

- Coordinate annual strategic planning or review process and manage quarterly reports
- Serve as a secondary expert on organization’s database, and develop and support internal communication systems
- Coordinate staff team-building activities and monthly staff meetings
- Develop and manage volunteer Internship Program for all departments



- Provide general office management support and backup to Receptionist/Office Assistant, including preparing and submitting the daily on-line bank deposits
3. Special Projects and Events
- Support executive staff with media, special events, and requested projects approved by the Executive Director
 - Support development, ReStore, volunteer and home owner services teams with media and special events
 - Support Human Resources with clerical projects of filing, updating position descriptions and personnel manual, setting interview dates as needed
 - Represent Pikes Peak Habitat by attending luncheons and/or other social functions
 - Solicit vendor discounts and in-kind donations across all departments for various events and needs as requested
4. Support Board of Directors
- Coordinate the planning and logistics of board meetings, retreats, professional development; maintain board and committee meeting minutes; and track committee volunteer hours
 - Compile, format and prepare all meeting materials and handouts
 - Maintain all pertinent board data and official records electronically and/or in specified format, including managing the board web portal
 - Provide correspondence as necessary
 - Coordinate and carry out special projects for Board of Directors and committees

In addition to the specific responsibilities listed above, the Executive Assistant will be responsible for other duties as assigned by the Executive Director/CEO.

KNOWLEDGE, SKILLS, ABILITIES:

- Highly organized, professional with high integrity, discretion and confidentiality
- Strong organizational skills, high level project management skills and multi-tasking ability
- Detail-oriented
- Very good with response time, timelines and follow through
- Self-motivated, able to work independently with minimal supervision and with clear focus on high quality and work well with team setting when needed
- Ability to identify problems and apply appropriate solutions
- Highly proficient in Microsoft Office Professional including MS Word, MS Excel and Outlook, Power Point, databases, internet
- Excellent written and verbal communication, customer service and interpersonal skills
- Ability to type accurately and use proper grammar
- Diplomacy in dealing with interdepartmental colleagues and public
- Able to make a commitment to the mission and values of Habitat for Humanity
- Ability to drive a personal vehicle as required and be insured



- Patience and ability to work effectively with staff, donors, partner families, vendors and volunteers and possess a positive and welcoming spirit at all times and be able to interact with diverse groups of people.

EDUCATION, EXPERIENCE:

- BA/BS degree
- 3 years experience in administrative support capacity

ACCOUNTABILITY:

The applicant/team member shall be:

- In agreement with the job description
- In agreement with the policies and guidelines of Pikes Peak Habitat for Humanity
- Accountable to the Executive Director/CEO

WORK ENVIRONMENT AND CONDITIONS:

Normal business hours are Monday through Friday from 8:30 am to 5:00 pm. Ability to arrive early, stay late or work on weekends occasionally is essential. This position is mostly indoors at the Habitat office but may also involve occasional work outside the office.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

This position will require sitting at a desk for most of the day. Throughout the day, employee will move around the office building to perform various tasks and access files. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other required abilities include:

- Work effectively in shared workspace environments
- Travel to and from meetings and appointments in locations and times when public transportation is unavailable
- Climb stairs to access offices, meeting and work rooms in a building without an elevator.
- Adequately traverse a residential construction job site or retail warehouse environment: climbing, jumping, lifting, carrying (minimum 40 lbs.) or other similar activities as required
- Maneuver typical construction, business office and ReStore location obstacles

JOB STATUS:

1. FLSA Classification: This position is non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is eligible to receive overtime pay.



2. Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.
3. Work Location: This position's primary work site is the Pikes Peak Habitat business office location in Colorado Springs, CO. The nature and responsibilities of this position are such that the position is not eligible for alternative worksite arrangements, such as working from home or telecommuting, on a consistent or recurring basis.
4. Regular Schedule: Usual business days are Monday through Friday, holidays excepted, and usual business hours are from 8:30 am to 5:00 pm Mountain Time Zone. The nature and responsibilities of this position are such that the position is not eligible for flexible work scheduling, such as 4-day workweek or alternate start/end times, on a consistent or recurring basis.

EQUAL EMPLOYMENT OPPORTUNITY:

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard or consideration for race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history) or any other basis protected by federal, state or local law.

APPLICATION TIMELINE & INSTRUCTIONS: NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES

- Online application window opens January 18, 2019
- Position will remain open until filled
- Apply on our website at pikespeakhabitat.org/employment
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description