



Title: Executive Assistant to the CEO	Employment Status: Full-time At-will
Department: Administration	FLSA Status: Full Time 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 PPHFH Board of Directors and the Board 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 related committees.

CORE RESPONSIBILITIES:

1. Provide Support for Executive Director/CEO with Board of Director responsibilities
 - Coordinate the planning and logistics of nine monthly and occasional special board meetings, retreats, member orientations, professional development
 - Maintain and distribute board and committee meeting minutes, and track committee volunteer hours, annual board member conflict of interest and commitment forms, annual board member self-assessment
 - Update and maintain the board policies and board member manual
 - Maintain board member terms and rotation schedule
 - Track and create reports for PPHFH Strategic Plan goals and tactics, including drafting and submitting quarterly and annual reports to HFHI as well as monthly updates to the Leadership Team and the Board
 - Track board members’ Colorado Secretary of State training certification
 - 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
 - Create and distribute correspondence as necessary
 - Coordinate and carry out special projects for Board of Directors and committees
2. Provide support for Advocacy efforts
 - 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
 - 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
 - Coordinate, track and carry out special projects as requested
 - Attend Habitat on The Hill each February in Washington D.C. and utilize lessons learned with local and state advocacy efforts



- Support Habitat Colorado’s advocacy efforts, including participating on statewide advocacy committee and utilize lessons learned for PPHFH advocacy efforts
- 3. Support Executive Director in collaborative fundraising and development efforts
 - Research resources and vendors for potential outreach projects
 - Prepare informative packets for meetings
 - Manage ground blessing and dedication events in cooperation with homeowner services and development team members
 - Schedule delivery of sponsor recognition items
- 4. Assist with formatting and word processing of materials, briefings, and presentations
 - Draft correspondence and follow-up materials to donors and other community leaders
 - Work with directors to prepare HFHI quarterly and annual reports
 - Provide vision, energy and passion for Habitat’s mission, values, and integrity in all aspects of the job
 - Assist Executive Director/CEO in managing commitments and scheduling appointments as requested
 - Respond to and follow-up on telephone and email communications as requested
- 5. Manage Internal Organizational Systems
 - With approval by Executive Director, provide administrative support to Homeowner Services, Construction, Development, and ReStore directors for monthly, quarterly, and annual staff, board, and external reports
 - 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 (Cervis, Bloomerang)
 - Coordinate with Human Resources staff team-building activities and monthly business office staff meetings and quarterly All-staff meetings
 - Develop and manage volunteer Internship Program for all departments
 - Provide general office management support and backup including reception, including preparing and submitting the daily on-line bank deposits
- 6. Special Projects and Events
 - Support executive staff with media, special events, and requested projects approved by the Executive Director
 - Support development, ReStore, volunteer and homeowner services teams with media and special events approved by Executive Director
 - 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

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
- Exceptionally good with meeting timelines and consistent and accurate follow through
- Self-motivated, able to work independently with minimal supervision and with clear focus on high quality final product, and work well within a 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. Compensation is dependent on experience.
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.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to be \$21.63 per hour to \$26.44 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
 - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

EQUAL EMPLOYMENT OPPORTUNITY:

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

APPLICATION TIMELINE & INSTRUCTIONS:

NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES

- Online application window opens July 14, 2021
- 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