



Habitat for Humanity®

Peninsula and Greater Williamsburg

Family Services Assistant – Full Time

POSITION PURPOSE

Habitat for Humanity's mission is to provide local families with a springboard to secure, stable futures through affordable homeownership, financial literacy and neighborhood revitalization. The purpose of this full-time position is to assist the Family Services Department with all functions.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist families on the path to homeownership through application process, verbal and written communications, filing, and data entry
- Assist Family Services Manager with homebuyer closings, including documentation preparation
- Coordinate and assist on all groundbreaking, wall raising and dedication ceremonies
- Assist with post-closing communications and services
- Assist with processing grant documentation and annual audits

QUALIFICATIONS

- Previous experience with administrative tasks required, while experience in housing or leasing is preferred
- Must be a HIGHLY-organized, reliable, dependable, detail-oriented, self-motivated individual
- Must be proficient in Microsoft Office (Excel, Word, Publisher, Outlook)
- Must be able to become proficient with web-based software, such as G Suite and Homekeeper
- Must have excellent client service skills, including the ability to remain professional and friendly when resolving concerns
- Must have a valid driver's license and reliable transportation

All successful Habitat team members share the following characteristics:

- The belief in a hand up, not a hand out
- A "go above and beyond" attitude – nobody works here just for a paycheck
- You thrive on constructive feedback and have a high level of integrity
- You do what you say you will do
- You are a creative problem solver that is comfortable working across departments
- You love results and hate excuses

BENEFITS

The hourly rate for this position is \$15 to start, with periodic performance-based increases, commensurate with experience. Position will be 40 hours per week, Monday through Friday. This position offers generous paid time off, partially paid health benefits and increased incentives for employees who successfully complete probationary periods. Habitat has a strong Board of Directors, dedicated and experienced staff, a large volunteer base, plus committed homebuyers and customers. For further information about Habitat for Humanity, please visit our website at www.HabitatPGW.org.

Applying: Email detailed cover letter, resume and salary requirements, to Chris Wayne, Family Services Manager using Chris@HabitatPGW.org. All applications will remain confidential.