



Administrative/Office Assistant

Organizational Overview

Help our team support affordable home ownership on the Peninsula.

Do you have a talent for keeping things organized? Developing systems? Working with people?

Rebuilding Together Peninsula (RTP) repairs homes, revitalizes communities and rebuilds lives. Our mission is grounded in the belief that a healthy community starts with a safe and livable home. As such, RTP provides free, minor home repair, accessibility modifications and energy-efficient upgrades to those in need. We support the individual health, well-being and dignity of home owners in need, preserve affordable home ownership, and enhance local pride. We also provide repairs for local nonprofit community facilities so that they can apply more of their funds to serve their clients. We accomplish this by harnessing the power of volunteerism to transform lives by bringing thousands of volunteers together to do these repairs and by providing minor home repairs year-round with our own skilled technicians.

Rebuilding Together Peninsula is one of the largest of the over 120 affiliates of Rebuilding Together Inc., a national nonprofit, has an operating budget of nearly \$2 million and additionally benefits from nearly \$500K worth of donated resources and volunteer time annually.

The Ideal Candidate

We are looking for an experienced professional to provide administrative support to our Leadership Team and manage our office and warehouse. We are looking for a friendly, solution-oriented team player. If you have a passion for making a difference, strong organizational and customer service skills and the ability to work effectively with individuals from a wide variety of backgrounds, this could be the job for you. **This is part-time, roughly 30 hours per week, non-exempt position.**

Position Summary

The primary responsibilities of this position are to provide administrative support to the Executive Director and to ensure the smooth operation of our office and activities. Reports to the Executive Director.

Job Responsibilities

- Provide general and higher level administrative support to the Executive Director (e.g. generate emails, assist with board correspondence, occasional reports, etc.).
- Assist with follow up on client inquiries and scheduling applicant home previews.
- Provide general office support (e.g. phones, scheduling, mail, etc.).
- Maintain the communal areas, office equipment and supplies.
- Greet and provide assistance to visitors.
- Prepare and maintain accurate documents.
- Assist with special projects as assigned.
- Respond to requests for information from applicants, vendors, volunteers and donors.

Qualifications

The ideal candidate will possess the following:

- Any combination of education and experience that would likely provide the required knowledge and abilities. A typical way to obtain this knowledge and ability would be graduation from high school diploma or equivalent.
- Two years of increasingly responsible customer service, clerical, and office operations experience.
- Excellent problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Strong interpersonal skills and customer service mindset.
- Ability to communicate effectively orally and in writing with a variety of stakeholders including members of marginalized communities, volunteers and donors.
- Ability to perform duties with minimal supervision.
- Ability to excel in a team orientated, small office environment.
- Bilingual (English/Spanish) strongly preferred, other languages a plus.
- Effectively utilize information technology and basic office software including Google Apps and MS Office Suite (Outlook, Word, and Excel). Familiarity with standard office equipment and Salesforce databases a plus.

In addition, candidates will need to be able to:

- Lift or pull up to 30 lbs.
- Pass a background check and fingerprinting

Compensation

Starting salary is \$22 to \$25 per hour. Rebuilding Together Peninsula is committed to diversity in our workplace and in our programs and, therefore, provides equal employment opportunities without regard to race, gender, age, disability, national origin, religion, sexual orientation, marital status, political belief or activity or status as a veteran.

How to Apply:

Submit cover letter summarizing your interest and resume to: Melissa Lukin, Executive Director, Rebuilding Together Peninsula at jobs@rtpeninsula.org. Resumes without a cover letter will not be considered. The interview will include a practical writing exercise. For more information visit <http://www.RTPeninsula.org>. No phone calls, please.