

**Office Assistant/Coordinator**

**Position Summary**

We are seeking a solution-oriented team-player who wants to help preserve affordable housing, prevent homelessness, and maintain the diverse fabric of the Peninsula. If you want to help us make a difference for vulnerable homeowners and can work effectively in a small office environment, this could be the job for you.

This position will provide administrative support to the Executive Director and operations support to the agency-as-a whole. Position requires solid organizational skills and the ability to solve problems independently. It also includes managing some confidential and time sensitive material.

**About Rebuilding Together Peninsula**

For over 30 years, Rebuilding Together Peninsula (RTP) has been repairing homes, revitalizing communities, and rebuilding lives. We believe 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 support the health, well-being and dignity of homeowners in need, preserve affordable home ownership, and enhance local pride. We also provide repairs for local nonprofit community facilities so that they can apply their funds to serve their clients. We accomplish all this in part by harnessing the power of volunteerism, bringing thousands of volunteers together to conduct 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 100 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.

**Key Responsibilities**

* Assist with data entry.
* Process donations and make deposits.
* Manage and maintain office equipment.
* Track and order supplies.
* Collect, sort and distribute the mail.
* Submit invoices for payment.
* Oversee and coordinate upkeep of facilities (our home office and a four-bedroom home we lease to AmeriCorps volunteers).
* Manage occasional repair equipment servicing.
* Assist with tracking of expense reports, rent payments, credit card statements.
* Work with third-party contractor to resolve IT issues.
* Assist visitors with questions/concerns about their repair applications.
* Assist in continuously enhancing the efficiency of office systems and operation, and information tracking to support the team.
* Manage and organize insurance and related documents.

**Minimum Requirements**

* High school diploma or equivalent; college degree preferred
* Familiarity with basic software programs (Excel, Word, PPT, etc.)
* Proficiency in information technology and basic office software including Google Apps and MS Office.
* Excellent problem-solving skills.
* Strong organizational skills and attention to detail.
* Strong interpersonal skills and customer service mindset.
* Ability to excel in a team oriented, small office environment.
* Able to communicate effectively with a variety of stakeholders including members of marginalized communities, volunteers and vendors.
* Demonstrated interest in personal and professional growth.
* Ability to perform duties with minimal supervision.
* Ability to be flexible and adaptable.
* Ability to work effectively in a multicultural environment.
* Bilingual (English/Spanish) a plus, other languages a plus.
* Familiarity with standard office equipment and Salesforce databases a plus.

In addition, candidates will need to be able to:

* Lift or pull 25 lbs.
* Pass a background check and fingerprinting

**Compensation**

This can be a full time or part time (32 - 40 hours per week) position. Starting salary is $23 to $26 per hour. Based in our office in Redwood City, but some remote work may be possible. Benefits package includes: medical, vision & dental insurance, vacation, sick leave and pension plan. Dependent coverage may be elected at the employee’s own expense. We also offer a generous retirement plan. In addition to standard sick leave and vacation accrual, RTP recognizes 14 paid holidays. The office shuts down between Christmas & New Year’s Day.

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:**

Email your cover letter (Word or PDF document) summarizing your interest and current resume to: Melissa Lukin, Executive Director of Rebuilding Together Peninsula at jobs@rtpeninsula.org. Resumes without a cover letter will not be considered. For more information visit <http://www.RTPeninsula.org>. No phone calls, please.