

ASHEVILLE AREA HABITAT FOR HUMANITY

Job Description – Office Manager

GENERAL FUNCTION:

Reporting to the Program Director, the Office Manager will provide personally and through the service of volunteers for the effective administration of Habitat's administrative office.

KNOW HOW:

Committed to the mission of Asheville Area Habitat for Humanity (AAHH), the incumbent must have a strong team approach and be able to perform record keeping, clerical, and computer network functions with attention to details. This individual must have good verbal and written communication skills and work well with staff, volunteers, clients and visitors. As a self-starter, this individual will seek and take on multiple tasks.

PRINCIPAL ACTIVITIES:

1. Serve as office manager, working with staff, volunteers, partner families and the public.
2. Serve as AAHH network administrator to ensure the daily function of the computer network and telephone system.
3. Maintain an inventory and ensure daily function of all office equipment; coordinate vendors and services related to office equipment, supplies and services.
4. Provide administrative assistance to the staff, board and committees as needed.
5. Train and direct office volunteers to perform routine office tasks.
6. Coordinate special volunteer tasks as requested by Habitat staff.
7. Perform administrative tasks that include but not limited to: bulk and general mailings, record keeping, file management, room and equipment scheduling, meeting coordination and set-up.
8. Provide data entry assistance with database as needed.
9. Provide technical support in maintaining Habitat's website updates.
10. Perform other duties as may be assigned.