



Job Title:	Office Assistant	Department:	Programming/Administrative
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Occasional/Local
Starting Salary Range:	\$15.25 per hour	Position Type:	Full-Time (40 hrs./wk.)
Benefits:	PTO, 10 paid holidays, paid trainings, and conferences/professional development		

To apply: E-mail khumes@communityhomeworks.org **Subject Line:** Office Assistant Resume

Attention: Kaylen Humes, Deputy Director

**Please include your resume and a list of references.

Position Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

Come grow with us! Community Homeworks is seeking a full-time (FT) Office Assistant. The position will manage our office operations and support our Program Manager with homeowner resource navigation support and participant intakes. Responsibilities include:

- Provide navigation support knowledge to homeowners searching for available community resources.
- Help homeowners reduce barriers to our services by arranging transportation, childcare, literacy support, translation services, etc.
- Front desk responsibilities welcoming in-person guests and answering main office phones.
- Support the Assistant Director of Programs with participant intake support, including help with applications and required documentation.
- Office responsibilities, such as ordering office supplies, filing upkeep, managing custodial services, mowing/snow removal, and submitting IT helpdesk requests.
- Compliance assistance with mandatory intake processing.
- Monitors our info@communityhomeworks.org email, our main voicemail, and social media inquiries.
- Processes and distributes incoming mail.
- Assist with periodic facility rentals.

Minimum Qualifications

- Minimum two-years professional experience in a customer service, administrative assistant, or office assistant/manager role.
- Experience using (or willingness to learn) Microsoft Office (Word, Excel, PowerPoint), email, participant database, and project management software.
- Strong organizational skills and the ability to regularly multitask.
- Excellent written and verbal communication skills.
- Possess strong customer service mindset and enjoy regularly interacting with new people.
- **Must also have a passion and commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**



Community Homeworks is an Equal Opportunity Employer.