

**Position Summary:** The Program Support Specialist will be an important part of our growing team. This position will work alongside the Habitat team through administrative support and assisting with office operations.

**Reports to:** Office Manager

**Position Type:** Full-time, non-exempt (hourly).

**Schedule:** Monday-Friday 8:00am-5:00pm

**Essential Duties and Responsibilities:**

- Staff office during business hours, open and close office.
- Maintain office areas.
- Operate office equipment including printers, copiers, and fax.
- Answer incoming calls and respond to public inquiries.
- Collect, sort, open and distribute incoming mail.
- Prepare reports and special projects which may include data collection, coordination, final copy preparation, distribution, etc.
- Handle sensitive information and maintain complete confidentiality.
- Compile and maintain records in compliance with organizational policies and best practices.
- Assist with bookkeeping, filing, and database management.
- Assist in supporting the annual audit performed by independent external auditors.
- Other duties as required.

**Skills and Qualifications:**

- 2-3 years of administrative assistant or other relevant experience.
- Time management and ability to meet deadlines.
- Proactivity and self-direction.
- Strong organizational skills and ability to multitask.
- Excellent verbal and written communication skills.
- Flexibility and the ability to prioritize new tasks as they come in.
- Proficiency in Microsoft Office suite.
- Database management experience preferred.
- Demonstrates servant leadership, embodies the Habitat for Humanity mission and exemplifies a collaborative, decisive, motivating, and engaging communication style.