



1211 8<sup>th</sup> St. – PO Box 38 Baraboo, WI 53913

**Position:** Volunteer Coordinator/  
Executive Assistant

(Posted January, 2018)

**Position over-view:**

This position is designed to increase the Affiliate’s capacity by recruiting and coordinating volunteers for the Affiliate’s construction programs, ReStore operations, and special events; while *also* assisting with the implementation of core HFHWRA programs and activities. The position requires a talent for marketing (in person, and through various media) the value of our affordable housing work – both to potential volunteers, *and* to people seeking home ownership. It’s a great entry-level position for an outgoing and creative go-getter who wants to join a busy team that believes in affordable housing.

**Reports to:** Executive Director

**Qualifications and Specifications for the Position**

- Minimum requirement: Bachelor’s degree in a field delivering skills/knowledge related to public/non-profit management, poverty, society, education, etc; or equivalent experience.
- A commitment to and passion for Habitat for Humanity’s programs.
- Proficient communicator with superb organizational and multitasking skills.
- Strong interpersonal skills to develop rapport with volunteers and clients.
- Able to work effectively with people from various cultural backgrounds and age groups.
- Excellent team player; resourceful, creative, and energetic.
- Experience in coordinating, recruiting and managing volunteers.
- Good English speaking and technical writing skills.
- Accuracy and attention to detail.
- Proficient in Word, Excel, PowerPoint, and other software.
- Possess a valid driver’s license, a reliable vehicle, and personal auto insurance.

**Duties and Responsibilities:**

- Ensure that there will be sufficient volunteers to meet the Affiliate’s construction, deconstruction, ReStore, special event, office, and Committee needs by developing a comprehensive program to recruit new, and retain existing, high quality volunteers.
- Establish and maintain procedures, forms, and processes to guarantee that volunteers understand duties, follow safety expectations, and log their hours.
- In-service new volunteers about policies and safety.
- Expand partnerships with other volunteer programs, churches, universities, government agencies, corporations, etc as a way to expand our pool of volunteers.
- Expand awareness, understanding, and support of all kinds for our home ownership programs.
- Produce and publish high quality materials (newsletters, e-newsletters, advertisements, and other publicity pieces) to be disseminated to our supporters, Committees, etc.
- Help with intake activities related to applicants for HFHWRA’s home ownership programs.
- Assume office management functions
- Flexible; willing/able to serve as a “go to” person for other duties as assigned.

**Time requirements:** **This is a fulltime position (32 – 40 hours/wk); & requires some evenings and week-ends.** Salary and benefits: \$14.50/hour to start; with an additional benefit package.

**Note:** **This job description does not restrict HFHWRA’s right to assign/reassign duties to this job at any time. Drug test, credit check, and background check are required.**

Visit [www.hfhwisconsinriver.org](http://www.hfhwisconsinriver.org) under “Employment Opportunities” tab for details on applying.

HFHWRA is an Equal Opportunity Employer.