

## **Habitat Now Hiring - Family Services Assistant**

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### **Family Services Assistant – Full Time**

#### **POSITION PURPOSE**

Habitat for Humanity's mission is to provide local families with a springboard to secure, stable futures through affordable homeownership, financial literacy and neighborhood revitalization. The purpose of this full-time position is to assist the Family Services Department with all functions.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Assist families on the path to homeownership through application processing, verbal and written communications, filing and data entry
- Work with Family Services Manager for annual audits
- Assist with processing grant documentation
- Coordinate and assist on all groundbreaking, wall raising and dedication ceremonies
- Assist Family Services Manager with buyer closings, including paperwork
- Assist with post-closing communications and service

#### **QUALIFICATIONS**

- Previous experience with administrative tasks required
- Must be proficient in Microsoft Office (Excel, Word, Publisher, Outlook)
- Must be able to become proficient with web-based software, such as G Suite and HomeKeeper
- Must be a HIGHLY-organized, reliable, dependable and detail-oriented individual
- Must have own transportation

#### **All successful Habitat team members share the following characteristics:**

- The belief in a hand up, not a hand out.
- A “go above and beyond” attitude—nobody here works just for a paycheck.
- You thrive on constructive feedback and have a high level of integrity.
- You do what you say you will do.
- You are a creative problem solver that works across teams.
- You love results and hate excuses.

#### **BENEFITS**

The hourly rate for this position is \$10.00-\$12.00 to start, with periodic performance-based increases, commensurate with experience. Position will be 40 hours per week, Monday through Friday. This position offers generous paid time off, partially paid health benefits and an annual bonus for employees who successfully complete probationary periods. Habitat has a strong board of directors, dedicated and experienced staff, a large volunteer base, plus committed homebuyers and customers. For further information about Habitat for Humanity, please visit our website at [www.HabitatPGW.org](http://www.HabitatPGW.org).

**Apply:** Email detailed cover letter, resume and salary requirements, to Natasha Bugey, Family Services Manager using [Natasha@HabitatPGW.org](mailto:Natasha@HabitatPGW.org) All applications will remain confidential.