



**everyone deserves  
an affordable home.**

## **Habitat for Humanity Greater Boston Executive Assistant**

### **Organization Background:**

Habitat for Humanity Greater Boston is dedicated to building simple, low-cost homes in partnership with low-moderate income families who need decent and affordable housing. We believe homeownership is a transformational tool in promoting equity and helping families and communities maintain stability. Habitat for Humanity Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat for Humanity Greater Boston is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, age, physical or mental disability, veteran/reserve national guard status, or any other status or characteristic protected by law.

### **Job Description**

Pay Range: \$25 - \$30/hour  
Full-Time, 8:30 am – 5:00pm  
Hybrid work schedule

Habitat for Humanity Greater Boston has an opportunity for an organizer with initiative to take control of administrative processes with a particular focus on supporting the CEO. You will help us streamline processes so that we can help more people make the move to homeownership.

Key responsibilities will include the following:

- Provide administrative support, including calendar management and meeting and travel arrangements, primarily for CEO and occasionally for other senior staff.
- Create reports, PowerPoint presentations, correspondence, and other documents.
- Formats, revises, proofreads, and produces final materials.
- Compile information for Board of Directors meetings, attend meetings, and take minutes.
- Assist with onboarding of new Board members; provide background information packet.
- Coordinate staff meetings, including preparing agenda, taking notes, and distributing information.
- Assist other departments with special projects or in periods of heavy workload or staff absence.



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- Maintain strict confidentiality regarding privileged and personal information.
- Coordinate purchase and maintenance of office equipment and services and negotiate contracts with vendors, including copiers, telephone system, and cleaning service.
- Maintain inventory of all kitchen and office supplies.
- Support other Operations staff with Human Resources administration tasks, such as coordinating background screens, new employee onboarding, and employee training sessions.
- Assist in organizing OneDrive/SharePoint/Teams.

### **Our ideal candidate will have the following qualifications:**

We recognize that job-related experience can come in many forms, and we take a broad look at the experience of each applicant. With that said, our ideal candidate will have most or all of the following qualifications:

- Minimum five years' administrative experience
- High school diploma or equivalent
- Commitment to Habitat for Humanity Greater Boston's mission, vision, and core values.
- Exceptional organizational skills and ability to prioritize workload
- Proficiency in Microsoft Office 365, demonstrated ability to utilize Microsoft Excel
- to organize and present data, successful experience learning and using new software applications

You love being the eye of the storm, keeping track of everything and making sure everyone in the organization has what they need when they need it. You want to be part of something you can be proud of, where you know you're making people's lives better.

Habitat for Humanity Greater Boston provides a competitive pay and benefits package, a supportive environment, and room to grow with this growing organization. Please send your resume to [hire@habitatboston.org](mailto:hire@habitatboston.org). For priority attention, please provide a resume and cover letter and salary expectations.

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Please send your resume and a cover letter as to why you think you would be a good fit for this position to [homeownership@habitatboston.org](mailto:homeownership@habitatboston.org). For priority attention, please provide a cover letter and salary expectations.