

Office Administrator – Position Announcement

Rebuilding Together Arlington/Fairfax/Falls Church (Rebuilding Together-AFF) seeks to hire an Office Administrator to join our small, high-performing team to provide administrative, office and program support. This person plays a crucial role in the efficient functioning of office operations and administrative management. We need someone who is energetic, flexible, well organized, IT savvy, comfortable multi-tasking, and enjoys working with other staff, partner organizations, volunteers and our client families.

Our Organization

Rebuilding Together-AFF is a 501(c)(3) nonprofit organization that relies primarily on volunteers to make repairs at no charge for low-income homeowners (and other nonprofits) to make high-risk homes safe and healthy and help seniors age safely in place. Our mission is repairing homes, revitalizing communities and rebuilding lives. Our staff and regular volunteers find our fast-paced work extremely satisfying. Each year, we mobilize scores of partners and hundreds of volunteers (and skilled contractors, as needed) to provide critical repairs to about 100 low-income homeowners in need. Visit our website for additional information: www.rebuildingtogether-aff.org.

Major Responsibilities

Our Office Administrator, which is a full-time position reporting to our Executive Director, is responsible for providing a variety of bookkeeping, administrative and general office support to ensure an efficient and well-organized work environment for the team. Key duties include:

- Perform a variety of bookkeeping tasks including: Accounts payable - process invoices, prepare payment vouchers and mail checks. Accounts receivable – record and track all checks, online donations and in-kind donations; prepare checks for deposit; generate acknowledgement letters; prepare financial reports; and track grants. Dependent on experience additional duties may be assigned.
- Assist with the collection of data and financial documents for yearly audit.
- Assist with the client application process to include intake, telephone interviews, collection and tracking of documents, management of files, input of client data in CRM system and generation of reports.
- Collect, track and maintain project, partner and volunteer related documentation and files to include managing paperwork, inputting data in CRM system, and generating reports.
- Assist with coordinating the development and distribution of e-mail, e-newsletter and other written communications and outreach materials to clients, volunteers and partners, as well as the development and administration of mailings and mailing lists.
- Manage incoming and outgoing mail and organizational e-mail. Answer, manage, and direct phone calls to RT-AFF's main line.
- Oversee technology and computer management functions to include maintenance of office equipment, computers and software. Work with consultants and vendors to address technical issues and ensure systems are up-to-date and working efficiently.
- Monitor and order office supplies, equipment and furniture as authorized by management.
- In collaboration with management, review, write and implement office procedures as needed to improve operational efficiency.

- Provide support in the planning, coordination and implementation of National Rebuilding Day and year-round projects, fundraising events, trainings and meetings.
- Occasionally assist with project logistics prior to project workdays and at home repair work sites. This may include onsite setup of supplies and materials, registration, ordering and pickup of food, photography, runs to the hardware store and clean-up.
- Occasionally represent Rebuilding Together-AFF at expos, workshops and other community events.
- Provide ongoing administrative support and perform other tasks as assigned by supervisor.

Essential Qualifications

- Two years of work experience in an environment that requires teamwork and multi-tasking.
- Strong communication and interpersonal skills to interact effectively with volunteers, contractors, client families and other staff.
- Strong capabilities in managing data, including proficiency in Microsoft Office Suite (Word, Excel, Outlook). Office 365 (One Drive, Sharepoint, etc. experience is a plus.)
- Ability to work both independently and in a collaborative team environment.
- Position requires occasional local travel, and applicant must have own transportation and a valid driver's license (with reimbursement for travel costs).
- Position requires some flexibility in schedule to work an occasional evening and/or Saturday.

Desirable Qualifications

- Familiar with bookkeeping practices and accounting software.
- Experience with Microsoft Access and Salesforce (or other CRM software).
- Fluency in Spanish.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

How to Apply

Compensation: Hourly rate depends on experience (\$ 21 – \$24 per hour). Benefits for this full-time non-exempt position includes personal leave, paid holidays, Workers' Compensation, Medical and Simple IRA.

Rebuilding Together-AFF is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Rebuilding Together-AFF are made based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Rebuilding Together-AFF will not tolerate discrimination or harassment based on any of these characteristics.

Resumes and cover letters should be emailed to: info@rebuildingtogether-aff.org (Reference "Admin Position") or mailed to: Rebuilding Together-AFF, 10723 Main Street, Suite 135, Fairfax, VA 22030.

