

Office Administrator – Position Announcement

[Rebuilding Together Arlington/Fairfax/Falls Church](#) (RT-AFF) is seeking a full-time Office Administrator to join our small, high-performing team to provide administrative, office, and program support. We are looking for an energetic, flexible, well-organized, IT savvy self-starter who is comfortable multi-tasking and enjoys working with other staff, partner organizations, volunteers, and our client families.

Our Organization

RT-AFF is a 501(c)(3) nonprofit organization that relies primarily on volunteers to make home repairs at no charge for low-income homeowners and nonprofit housing providers. We help make homes safe and healthy for families and help older adults age safely in place. Our staff and regular volunteers find our fast-paced work and community impact extremely satisfying. Each year, we mobilize scores of partners and hundreds of volunteers (and skilled contractors, as needed) to provide critical repairs to over 100 homes. We have formed a community and network of dedicated volunteers and partners focused on our mission of repairing homes, revitalizing communities, and rebuilding lives.

Major Responsibilities

The Office Administrator reports to the Executive Director and is responsible for providing administrative, program, and general office support to ensure an efficient and well-organized work environment for the team. Key duties include:

- Coordinating the client application process through telephone intakes, the collection and tracking of applications and related documents, the management of files, input of client data in a CRM system, and generation of reports.
- Collecting, tracking, and maintaining project, partner, and volunteer documentation and generating reports.
- Contributing to the development and distribution of communications and outreach materials to clients, volunteers, and partners, as well administering mailing lists.
- Working with our IT vendor to oversee the maintenance of IT systems and devices, including office equipment, computers, and software.
- Managing office communications, including incoming and outgoing mail, organizational e-mail, and phone calls.
- Managing office supply inventories, equipment, and furniture.
- Working occasionally in evenings and/or Saturdays.

- Accounting tasks, including invoice processing; preparing payment vouchers; recording and tracking checks, online and in-kind donations; preparing checks for deposit; and generating donation acknowledgments.
- Supporting the planning, coordination, and implementation of fundraising events, training sessions, meetings, and volunteer appreciation events.
- Occasionally assisting with project logistics before workdays and at home repair sites, including setting up supplies and materials, handling registrations, ordering and picking up food, taking photographs, making hardware store runs, and cleaning up.
- Occasionally representing Rebuilding Together-AFF at expos, workshops, and other community events.

Essential Qualifications

- At least 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 data management capabilities, including proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work both independently and in a collaborative team environment.
- Have personal transportation and a valid driver's license for occasional travel (mileage reimbursement for travel costs).

Preferred Qualifications

- Fluency in Spanish
- Experience with Microsoft Power Platform.

Desirable Qualifications

- Experience with Salesforce.

This position announcement describes the general nature and level of work to be performed by the individual assigned to this position and is not intended to be an exhaustive list of all duties, responsibilities, and required skills. RT-AFF reserves the right to modify, add, or remove duties as necessary.

How to Apply

Compensation: Hourly rate depends on experience (\$ 24 - \$28 per hour). Benefits for this full-time, non-exempt position include Personal Time Off, Workers' Compensation, Medical, and Simple or Roth IRA.

RT-AFF is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by law.

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. No phone calls please.

