

Office Administrator – Position Announcement

Rebuilding Together Arlington/Fairfax/Falls Church (Rebuilding Together-AFF) is seeking 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 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 about 100 low-income homeowners. We have formed a community and network of dedicated volunteers and partners focused on our mission of repairing homes, revitalizing communities, and rebuilding lives. For more info: www.rebuildingtogether-aff.org.

Major Responsibilities

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

- Coordinate 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, input of data in CRM system, and generation of reports.
- Assist with coordinating the development and distribution of communications and outreach materials to clients, volunteers, and partners, as well as the preparation and administration of mailings and mailing lists.
- 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.
- Oversee, manage, and maintain Salesforce CRM System.
- Manage incoming and outgoing mail and organizational e-mail. Answer, manage, and direct phone calls.
- 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.

- Perform bookkeeping tasks: such as processing invoices; preparing payment vouchers; recording and tracking checks, online donations, and in-kind donations; preparing checks for deposit; and generating acknowledgment letters.
- Provide support in the planning, coordination, and implementation of fundraising events, training sessions, meetings, and volunteer appreciation events.
- Occasionally assist with project logistics before workdays and at home repair sites, including setting up supplies and materials, handling registration, ordering and picking up food, taking photographs, making hardware store runs, and cleaning up.
- Occasionally represent Rebuilding Together-AFF at expos, workshops and other community events.
- Provide ongoing administrative support and perform other tasks 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 mileage reimbursement for travel costs).
- Position requires some flexibility in schedule to work an occasional evening and/or Saturday.

Desirable Qualifications

- Experience with 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 (\$ 23 - \$25 per hour). Benefits for this full-time non-exempt position includes Personal Time Off, Workers' Compensation, Medical, and Simple IRA.

Rebuilding Together-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. Please no phone calls.

