

Rogue Valley Habitat for Humanity  
Job Description  
Executive Assistant

Supervisor: Reports to the Executive Director

Status: Part time/Non Exempt, approx. 32 hours per week.

**Habitat for Humanity/Rogue Valley is a nonprofit housing agency providing affordable, decent housing to low income people in need. The position is located within the administrative office in Medford, although some traveling may be required mostly within Jackson County.**

The Executive Assistant position is primarily in direct support of tasks for the Executive Director, but to also include working together in a professional manner to achieve the overall goals set for Rogue Valley Habitat for Humanity. Emphasis is placed on tasks related to fundraising activities as well as basic office functions, working with volunteers, assisting with special events and projects, construction projects and all other tasks as assigned.

### **Administrative Tasks**

- Prepare various committee and board meetings material, document meeting minutes.
- Must have knowledge of and will perform daily office and clerical duties.
- Complete regulatory files and reports and applications as required.

### **Resource Development**

- Become expert in donor database: Data entry, reporting and thanking.
- Assist with grants and reporting as assigned.
- Assist with donation solicitation as assigned.
- Assist with event planning and implementation.
- Assist with community awareness presentations.

### **QUALIFICATIONS/SKILLS:**

- The person for this position must work well with others and be willing to always go the extra mile to complete the task at hand.
- Must be very flexible and have positive outlook.
- Must be computer knowledgeable and willing to learn new programs.
- Must have knowledge of and use correct grammar when speaking and writing.
- Must be able to sit and/or stand for long periods of time, if necessary.
- Must be able to work independently as well as team setting.
- Must be able to lift up to 50 pounds occasionally.
- Must have Oregon Driver's license.
- Must be comfortable with public speaking.
- Must have 1-5 years of administrative experience with an emphasis on fundraising.
- Must have a high school diploma or equivalency, college background preferred.

### **Benefits**

- Generous medical benefit package
- Matching 403 (B) retirement
- Holiday and accrued vacation time
- ReStore purchase discount

- Employee Assistance Program

**Application Packets must include:**

- A complete resume, including dates of employment.
- Salary requirement
- The names and contact information for three professional references.
- A cover letter including the answer to:
  - How have the personal and professional experiences you have had in your life prepared you and directed you to apply for this position?

Submit application packet either by email to [info@roguevalleyhabitat.org](mailto:info@roguevalleyhabitat.org) or in person at 2201 S. Pacific Hwy. Medford, OR 97501. Posting open until filled.

**Note:** *This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*

*Habitat for Humanity/Rogue Valley is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law. We value diversity and support a positive and welcoming environment where all employees can thrive.*