

**Job Title: Office and Human Resources Coordinator**

**Position Location: Charlottesville, Virginia**

**Reports to: Director of Operations**

**Employment Type: Full-time, Exempt**

**Background:**

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Trailer Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

**Scope of Responsibilities:**

The Office & Human Resources Coordinator is responsible for daily management of the main office, management of Human Resources and oversight of Information Technology (IT).

**Prerequisite Requirements:**

- Bachelor's degree preferred
- Experience in professional business environment
- Excellent communications skills
- Strong attention to detail and organized
- Excellent personal skills: ability to effectively supervise office volunteers with kindness and respect.
- Competence in Microsoft Suite, Google Calendar and common database software
- Additional IT skills a large plus
- Ability to work effectively and compassionately with low-income residents
- Ability to work comfortably in a fast-paced, often unpredictable work environment
- Flexibility to work occasional nights assisting with board and committee meetings
- Commitment to Habitat for Humanity's mission of service to others
- Positive, "can do" personality

**Responsibilities:**

- Manage daily office operations
  - Answer phones and greet guests as needed
  - Ensure office interior and exterior is clean and professional
  - Manage office equipment and main office mechanical systems
  - Conference room management

- **Oversee Receptionist Volunteer Program in cooperation with Director of Operations**
  - Train Receptionist Volunteers
  - Support Receptionist Volunteers as needed
  - Perform Receptionist Volunteer duties from the front desk when there are gaps in the volunteer schedule
- **Human Resources management**
  - Benefits administration and renewal (health insurance, long term disability, HSA management, COBRA)
  - Manage all job postings; ensure that language is consistent with federal regulations
  - New hire paperwork and procedures
  - Employee exit paperwork and procedures
  - Management of personnel files
  - Process injury reports and manage workmen's comp claims
  - Assist with Workman's Comp audit
  - Facilitate training of new staff and volunteers on phones, computer systems, equipment, etc.
  - Oversee creation and maintenance of office operating procedures and volunteer manual
  - Oversee and update online Employee Resource Page
- **Liaison to Board of Directors**
  - Prepare packets for board meetings
  - Take minutes at all board and executive committee meetings.
  - Handle all board communications
  - Meeting organization / prep
- **Event/meeting planning**
  - Manage food/refreshments for meetings/events
  - Planning/logistics for office related meetings/events
- **IT Management**
  - Procure and oversee setup of new computers
  - Troubleshoot IT issues; call in consultant when warranted
  - Manage correspondence with IT consultant
- **Provide administrative support to CEO and CFO as needed**