Job Description

ABOUT THE ORGANIZATION

Habitat for Humanity San Luis Obispo County builds strength, stability, and self-reliance through homeownership. We do this by:

- Building new homes for low-income families to purchase in SLO County
- Preserving and maintaining homes owned by low-income residents through our Home Preservation Program
- Transforming lives and promoting positive social and economic change through our Neighborhood Revitalization Initiative

We recognize that San Luis Obispo County is one of the least affordable small metropolitan areas in the nation according to the National Association of Home Builders. To help address this housing crisis, Habitat SLO County combines volunteer labor with tax-deductible donations of money, materials, and services to build homes affordable to very low- and low-income families, preserve existing affordable housing, and revitalize communities.

EOE STATEMENT

We are an Equal Opportunity Employer and do not discriminate against any applicant for employment or employee on any protected basis.

OFFICIAL TITLE

Program & Development Assistant (part-time)

DEFINITION AND PURPOSE SUMMARY

The Program & Development Assistant provides administrative and program support across Habitat for Humanity San Luis Obispo County's development, homeowner services, volunteer engagement, and general operations. Reporting to the CEO, this position works collaboratively with staff to maintain accurate records, support timely communications, coordinate program activities, and create a positive experience for donors, Partner Families, volunteers, and community members. All Habitat SLO County employees are expected to uphold the organization's core values by demonstrating safe and professional behavior, maintaining a positive and cooperative attitude, communicating effectively, developing knowledge in their areas of responsibility, and working together as a team.

EDUCATIONAL AND QUALIFYING EXPERIENCE, SKILLS, LICENSES AND CREDENTIALS

Educational/License/Credential Requirements

- Associate's or Bachelor's degree in nonprofit management, social services, human services, public administration, communications, or a related field; or an equivalent combination of education and experience.

Experience Requirements

- Minimum of 1 year of relevant experience required; 3+ years preferred, demonstrating the ability to perform the essential functions of the position.

Knowledge/Skill Requirements

- Demonstrated ability to build positive, supportive relationships with volunteers, Partner Families, staff, committee members, and community partners.
- Excellent written, verbal, and interpersonal communication skills, with the ability to communicate professionally and compassionately with individuals from diverse backgrounds.
- Strong organizational skills, with exceptional attention to detail and the ability to manage multiple priorities and deadlines.
- Experience coordinating events or community programs preferred.
- Experience maintaining accurate records and databases; experience with CRM software, including Giveffect or similar systems, preferred.
- Ability to maintain confidential information and exercise sound judgment when handling sensitive homeowner and volunteer information.
- Strong administrative skills, including recordkeeping, scheduling, document preparation, and data entry.
- Proficiency with Microsoft Office (Word, Excel, Outlook, and PowerPoint) and experience using Google Workspace (Gmail, Drive, Docs, Sheets, Calendar, and Forms).
- Ability to work independently with minimal supervision while collaborating effectively as part of a team.
- Demonstrated problem-solving skills and the ability to adapt to changing priorities in a fast-paced nonprofit environment.
- Commitment to providing exceptional customer service and creating a positive experience for homeowners, volunteers, donors, and community members.
- Embodies the mission, values, and culture of Habitat for Humanity San Luis Obispo County.

- Willingness and ability to work occasional evenings and weekends and travel throughout San Luis Obispo County, as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide administrative and operational support to the CEO and staff in development, fundraising, homeowner services, volunteer coordination, and other organizational activities.
- Assist with donor communications, annual appeals, giving campaigns, acknowledgments, mailings, and other fundraising activities.
- Support maintenance of the organization's donor and constituent records in Giveffect, including data entry, record updates, and preparation of reports and mailing lists.
- Assist with development communications and materials, including donor correspondence, newsletters, campaign materials, event materials, and other outreach efforts.
- Provide administrative support for fundraising and community events, including registration, communications, materials preparation, volunteer coordination, and event logistics.
- Assist with homeowner services by providing timely communications, scheduling, document preparation, recordkeeping, and other administrative support to Partner Families and staff.
- Assist with volunteer coordination, including volunteer communications, registration, scheduling, forms, training materials, and maintaining accurate volunteer records.
- Support volunteer recruitment and outreach efforts and assist with volunteer appreciation and recognition activities.
- Assist with preparation of reports, spreadsheets, presentations, forms, and other organizational documents.
- Provide a welcoming and professional point of contact for donors, volunteers, homeowners, community members, and visitors.
- Provide general office and administrative support and other duties as assigned in support of Habitat for Humanity San Luis Obispo County's mission and operations.

SALARY SCHEDULE & FLSA STATUS

- Status Part-time
- Hourly Rate: $23-$25 per hour, depending on experience
- FLSA Status: Non-Exempt

LOCATION, WORKING CONDITIONS, & PHYSICAL DEMANDS

The position is located in San Luis Obispo County. This position is based onsite at the Habitat for Humanity SLO County Business Office (844 9th St, Paso Robles) with the possibility of occasional remote work.

This position is primarily office-based and requires prolonged periods of sitting and working at a computer. Occasional travel within San Luis Obispo County and evening or weekend work may be required. The position also requires occasional lifting and carrying of office supplies, files, or event materials weighing up to 40 pounds.

BENEFITS

Part-time employees of Habitat for Humanity San Luis Obispo County are eligible for 40 hours of sick leave per calendar year. Please speak with the hiring manager or your supervisor for additional information.

BACKGROUND CHECK

In the interest of maintaining the safety and security of all those involved with our mission and work, Habitat for Humanity San Luis Obispo County (Habitat SLO County) may order a "consumer report" (background report) or "investigative consumer report" for employment and/or volunteer purposes. If you are hired, volunteer, or already work or volunteer for Habitat SLO County, additional background reports may be ordered as permitted by applicable law.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, reviewed, and understand the job description for the position listed above. This job description is intended as a guideline only and does not limit the duties or responsibilities of any employee. Nothing in this job description shall be construed as a contract of employment, express or implied. Employment is at will and may be terminated with or without cause, subject to applicable law. Habitat SLO County is an Equal Opportunity Employer.

I acknowledge that I have received, reviewed and understand the job description for the position

_____	_____
Employee Signature	Date
_____	_____
Employee Printed Name	Company Acknowledgement