



Position Title: Executive and Office Assistant

Employment Status: Full-time, salary, exempt

Location: Columbus, Ohio (On-site 5 days per week)

Reports Directly to: Chief of Staff

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement: Seeking to put God’s love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Position Summary

The Executive and Office Assistant ensures the smooth and professional operation of the Habitat MidOhio office while providing high-level administrative and logistical support to the President & CEO, Chief of Staff and Executive Leadership Team (ELT). As the first point of contact for visitors and callers, this role creates a welcoming environment and delivers exceptional service to internal and external stakeholders. Responsibilities include calendar and meeting coordination, board and governance administration, stakeholder tracking, event logistics, and maintaining the professional “look and feel” of the office.

The role requires exceptional organizational skills, sound judgment, attention to detail, discretion in handling confidential information, and the ability to manage multiple priorities in a fast-paced environment.

Essential Duties and Responsibilities include, but are not limited to, the following:

Executive and Administrative Support

- Manage the CEO’s calendar and coordinate meeting preparation, including compiling and organizing briefing materials and profiles.
- Provide calendar and scheduling support for the President and CEO, Chief Financial Officer, Chief Operating Officer, and Chief Advancement and People Officer.
- Maintain and update the database of public stakeholders, tracking engagement, and follow-up actions.
- Track CEO stakeholder meetings, requests, and outcomes.
- Complete monthly expense reports for the President & CEO, Chief Financial Officer, Chief Operating Officer, and Chief Advancement and People Officer (as requested).
- In coordination with the Chief of Staff, prepare donor profiles and other briefing materials for meetings and events.

- Coordinate technology and logistical support for meetings, retreats, and events.
- Review, route, and process correspondence; channel inquiries appropriately.
- Maintain organized administrative filing systems (digital and physical).
- Assist with special projects and administrative initiatives as assigned.

Board & Governance Administration

- Monitor and maintain board documentation, databases, terms, and engagement.
- Coordinate logistics for committee meetings, including scheduling, materials preparation, and follow-up action tracking.
- Support logistics for retreats and board events in partnership with the Chief of Staff.
- Ensure meeting materials are accurate, timely, and accessible to board members.

Office Management & Staff Support

- Provide first-level support to families/applicants.
- Serve as the primary point of contact for day-to-day office operations.
- Order and maintain office and kitchen supplies, ensuring cost-effective purchasing.
- Oversee front desk coverage, greet visitors, and answer the main phone line.
- Sort and distribute incoming mail and manage outgoing mail processes.
- Coordinate parking and building access for special events and visitors.
- Support all staff meetings and organization-wide functions.
- Collaborate with the VP of People & Culture to plan and execute special staff events.
- Maintain the professional “look and feel” of the office environment.
- Coordinate with vendors for office equipment, facility needs, and catering, as necessary.

Event Support

- Assist in the planning and execution of special events, including staff gatherings, external meetings, volunteer appreciation events, and community functions.
- Provide on-site logistical support during events, ensuring seamless execution.

Experience:

- Minimum 3 years' experience that demonstrates requisite proficiency.
- Experience supporting senior leaders, boards, committees, or executive teams preferred.
- Nonprofit experience is preferred but not required.

Knowledge, Skills, and Abilities:

- Exceptional organizational and time management skills with strong attention to detail.
- Demonstrated ability to manage multiple priorities and deadlines simultaneously.
- Strong written and verbal communication skills.
- High level of emotional intelligence, professionalism, discretion, and confidentiality.

- Ability to prepare reports, presentations, correspondence, and other executive-level materials.
- Strong customer service and relationship management skills.
- Ability to work effectively in a team environment and collaborate with common goals and objectives. Ability to work on a flexible schedule, including weekends and evenings as required.
- Self-starter, ability to work independently while collaborating effectively with diverse stakeholders.
- Advanced proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams.

Work Environment and Physical Requirements

This position primarily operates in an office environment and requires prolonged periods of sitting, computer use, and communication with internal and external stakeholders. Occasional local travel, event attendance, and evening or weekend work may be required to support organizational initiatives.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe inclusion and diverse perspectives strengthen our workplace and our community.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local law.

Compensation & Benefits

- **Compensation:** \$55,000 - \$65,000 annually

We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, prescription)
- Health reimbursement arrangement (HRA)
- Dental insurance
- Generous paid time off: 8 holidays + 5 floating holidays
- 50% match 401(k) retirement plan up to 6% of base salary.
- Flexible spending accounts
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program
- And more!