



Position Title: Executive and Office Assistant

Employment Status: Full-time, salary, exempt

Reports to: Chief of Staff

Position Location: on site at 6665 Busch Blvd., Columbus, Ohio 43229

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.

Vision Statement: A world where everyone has a decent place to live.

Habitat MidOhio's North Star: We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.

Position Summary

The Administrative Assistant / Office Manager 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.

Key Responsibilities

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).

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 Director 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.

Qualifications & Experience:

What you Bring

- Detail oriented, with solid organization and multi-tasking skills.
- Strong work ethic, self-starter, and ability to work independently with minimal guidance.
- Has high EQ and demonstrates tact, confidentiality and displays discretion
- Ability to effectively prepare reports, graphs, and communications for management review.
- Ability to work effectively in a team environment and collaborate with common goals and objectives.
- Nonprofit experience is helpful but not required.
- Ability to work on a flexible schedule, including weekends and evenings as required.
- Minimum 3 years' experience that demonstrates requisite proficiency.
- Commitment to the mission, vision, and values of Habitat for Humanity-MidOhio.
- Advanced proficiency with MS Office, including Excel, Word, and PowerPoint.

Why Habitat MidOhio?

At Habitat for Humanity MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

Compensation & Benefits

- **Salary range:** \$55,000 - \$65,000 annually
- Paid Time Off program + paid holidays + paid floating holidays
- Health Care Plan - medical, dental, vision: a generous portion is paid by Habitat MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Company Paid Life Insurance and Short- and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)

Equal Opportunity Employer

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 the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.