



Job Title: Special Projects Assistant

Date Completed: November 2022

Employment Status: Hourly, non-exempt

Reports to: Director, Volunteer Services

Job Summary:

The Special Projects Assistant is primarily responsible for supporting the operations for the Habitat for Humanity-MidOhio Playhouse Project. This role will assist in the coordination and logistics of The Playhouse Project program, along with any other special projects that arise. This includes assisting in the production of the playhouse kits, volunteer leader training, and build day event coordination. This role will also assist with construction related projects both on and off site as needs arise.

Essential Duties and Responsibilities

- Volunteers
 - Assist in recruiting, training, and scheduling volunteers for Playhouse Program and events
 - Provide on-site orientations and safety talks to volunteers
 - Assist in entering and maintaining volunteer opportunities and data in volunteer database and Donor Perfect

- Construction
 - Help stock and manage inventory of building materials and supplies for PH Program
 - Assist in recruiting, training, and scheduling volunteers to build and prime PH kits
 - Maintain processes and procedures for kit production
 - Teach proper use of tools to volunteers and ensure a safe workspace
 - Assist with all aspects of hands-on construction tasks on construction and repair sites as needed, including, but not limited to demolition, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry, and landscaping

- Event
 - Support event venue needs –facilities, parking, set-up, tear-down, clean-up
 - Assist with all aspects of event day logistics – ‘first one in, last one out’

- Other
 - Assist in planning, scheduling, and facilitating other special events and programs as needed

Job Requirements:

- Experience working with volunteers or coordinating activities with individuals preferred.
- Basic carpentry and use of power tools experience is preferred.
- This position demands dynamic interpersonal, planning, organizing and communication skills along with the ability to work with a diversity of people, either in a group or one-on-one.
- Must possess excellent time management skills and ability to coordinate multiple tasks.
- Project management and leadership experience is preferred.
- Strong critical thinking skills, adaptive, solutions-oriented and creative problem solver is preferred.
- Must have a working knowledge of Microsoft Office Products and be willing to learn affiliate database and tracking systems. Passionate about the mission of Habitat for Humanity.
- Position requires the ability to lift up to 80 pounds and will experience bending, squatting, lifting and repetitive motion periodically.
- Since the position works with the general public and volunteers, the work week will be Tuesday through Saturday. Some evening and weekend hours will be required as well to be available for volunteers and/or attend/coordinate events and activities.

EQUAL EMPLOYMENT OPPORTUNITY

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.