

ADMINISTRATIVE MANAGER

Organization: Habitat for Humanity of Colorado County

Position Type: Part-Time (15-25 hours/week)

Reports To: Executive Director

ABOUT THE ROLE

We're seeking a dedicated Administrative Manager to support our Critical Home Repair and New Home Construction Programs. In this position, you'll manage data systems, coordinate with volunteers and contractors, and ensure projects align with Habitat's mission to provide safe, affordable housing.

KEY RESPONSIBILITIES

Program Administration

- Maintain Critical Home Repair database to track project progress and meet grant compliance requirements
- Assist with project planning, budgeting, and scheduling repair work
- Ensure compliance with safety regulations and building codes
- Maintain accurate records of project progress and expenses

Coordination

- Serve as point of contact between homeowners, volunteers, and contractors
- Coordinate and supervise volunteers and subcontractors to maintain quality standards
- Answer office phone remotely during designated hours as needed

Field Work

- May conduct home visits to identify necessary repairs and create scope of work
- Support community outreach efforts to reach homeowners in need

Additional Duties

- Assist with Habitat events, fundraising, and marketing initiatives
- Participate in required training programs
- Clean and organize files and Habitat office as needed

QUALIFICATIONS

Required

- Proficiency with Google/Excel spreadsheets and Microsoft Word
- Strong organizational and problem-solving skills
- Excellent communication abilities
- Commitment to Habitat for Humanity's mission

Preferred

- Experience with Canva, social media and donor platforms, ChatGPT, and Zeffy
- Background in home repair, construction, or project management
- Knowledge of basic carpentry, plumbing, electrical, and home maintenance
- Valid driver's license with reliable transportation

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 lbs
- Comfortable working in various weather conditions
- Ability to stand, walk, climb ladders, bend, and kneel as needed

COMPENSATION & BENEFITS

- Flexible schedule (15-25 hours per week) and ability to work some hours from home
- Competitive pay based on experience
- Professional development opportunities
- Growth potential within the organization

HOW TO APPLY

Submit your resume and cover letter to admin@bossctx.com with the subject line "Part-Time Administrative Manager Application"

Join us in making a tangible difference in our community—one home at a time!