



ADMINISTRATIVE ASSISTANT

JOB TYPE: Full Time

SALARY: \$36,000

ADDRESS: 4355 Orchard Street, 2R, Philadelphia, PA 19124

ABOUT REBUILDING TOGETHER PHILADELPHIA: Rebuilding Together Philadelphia (RTP) is a non-profit that revitalizes communities by transforming vulnerable houses into safe, healthy and energy-efficient homes. Each year, RTP and more than 1,000 volunteers provide free safe and healthy home repairs for 125+ homeowners in Philadelphia.

RTP embraces diversity and equal opportunity in a serious way. We are committed to building a team with a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

For more information, please visit www.rebuildingphilly.org.

OVERVIEW OF POSITION: The Administrative Assistant will support Rebuilding Together Philadelphia's (RTP) mission by stewarding donor and volunteer records, recording financial transactions, and providing administrative support to the Development Director and CEO. This is a non-exempt position.

POSITION REPORTS TO: Development Director

ESSENTIAL AREAS of RESPONSIBILITY

The Administrative Assistant supports the Development Director in gift recording, database donor management, mailing annual appeals, and sending gift acknowledgments. In support of the office and the President & CEO, the Administrative Assistant oversees ordering all supplies needed for the office, managing office subscriptions and assisting with orders for volunteer events. Further, the Administrative Assistant prepares bank documents, credit card coding, and various grant/gift tracking for the accountant bi-weekly. The Administrative Assistant also attends Board meetings to take minutes.

PRIMARY RESPONSIBILITIES

Development

- Print and mail donor appeals.
- Deposit checks and record gifts in Salesforce.
- Manage online giving platforms and ensure that gifts are recorded and acknowledged.
- Enter new contracts and grants into Salesforce database.

Program

- Answer homeowner and main telephone and direct calls when needed.
- Help with homeowner calls and scheduling.
- Prepare and send invoices to reimburse for home evaluations.

Bookkeeping

- Prepare credit card and bank account statements for the accountant.
- Prepare PHDC tracking for accountant.

Human Resources

- Run payroll bi-monthly and download reports for accountant.
- Maintain up-to-date forms, certifications, and background checks.

Administrative

- Make post office runs, keep office stocked with postage.
- Maintain inventory of stationery, office/kitchen supplies.
- Manage various subscriptions/purchasing.
- Support CEO in preparation of Board package, grants and other tasks.
- Take meeting minutes.
- Other duties as assigned.

SKILLS REQUIRED

- High school diploma or GED required.
- Strong communication, planning and organizational skills.
- Comfort working in an office environment that requires regular use of e-mail, shared calendars, and shared network drives.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Able to work occasional evenings or weekends.
- Able to work long hours on rebuilding days (several throughout the year)

SKILLS PREFERRED

- Prior experience with database management such as Salesforce
- Knowledge of housing programs and/or health and human services is a plus.
- Spanish language skills are a plus.

SALARY/BENEFITS

Full-time salary: \$36,000. Health, dental and vision insurance; life insurance; short-term disability; retirement benefits. Flexible hours but must work some weekend days. Open Paid Time Off.

HOW TO APPLY: Send a resume and cover letter by **June 25** to ewiesner@rebuildingphilly.org with the subject line, "RTP Administrative Assistant." Applications will be reviewed on a rolling basis. No phone calls please. Rebuilding Together Philadelphia is an equal opportunity employer.