

Administrative Coordinator
Greater Cleveland Habitat for Humanity

Greater Cleveland Habitat for Humanity's Administrative Coordinator performs administrative duties for Administrative Departments. This is an entry level position which provides an excellent entrée into non-profit administration from the ground up.

Responsibilities include:

- Perform daily administrative tasks, including preparation of letters, reports, grant applications, and other administrative/coordination responsibilities as assigned.
- Prepare and update charts, reports, spreadsheets and presentations for the Affordable Homeownership, Construction and Marketing and Development Departments.
- Provide data entry, spread sheet creation, ledger review, word processing and other general support.
- Conduct internet and library searches and conduct research and data investigations.
- Prepare invoices for payment; organize and file paid invoices and compliance documents.
- Work with the Volunteer Department on scheduling individual construction site volunteers.
- Coordinate warranty work on partner family homes with Affordable Homeownership Department.
- Assembly, filing, and scanning of city disbursement packets (including obtaining canceled checks, proof of payment, and invoices for reimbursed costs).
- Track tax abatement expiration dates and reimbursed city costs in Construction in Progress (CIP) reports for financial reconciliation on back end for final certification.
- Assist preparation and fulfillment of ReStore and fundraising direct mail, promotional and advertising campaigns.
- Other special projects as assigned.

Position Requires:

- Post-secondary degree in a relevant discipline.
- Minimum of one year experience in an administrative support position or equivalent.
- Excellent administrative skills.
- Proficient in Microsoft Office Suite. Working knowledge of Quick Books a plus.
- Strong organizational skills.
- Commitment to Greater Cleveland Habitat for Humanity mission and the principles of Habitat for Humanity International.
- Full time: Monday-Friday.

Salary: \$28,000 - \$32,000

To Apply:

Submit your cover letter, [salary requirements](#) and resume to hrdept@clevelandhabitat.org. **Candidates will not be considered if a cover letter and salary requirements are not provided.**

Greater Cleveland Habitat for Humanity
2110 W. 110th Street
Cleveland, Ohio 44102

Only candidates selected for an interview will be notified.

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