



Keep our mission moving forward

Now Hiring: Office Administrator
Habitat for Humanity York County, Maine



Habitat
for Humanity®
York County

Be the heart of Habitat's
daily operations.

Our Mission: Building Homes, Community & Hope

In all of York County, we're empowering families and transforming lives, one homeownership opportunity and Aging in Place project at a time.



Habitat for Humanity York County partners with families to create strength, stability, and self-reliance through shelter. Founded on the principle of putting God's love into action, our work brings people together to build homes, communities, and hope across York County.

position profile

title

Office Administrator

organization

Habitat for Humanity York County

location

Kennebunk, Maine

Hours

24 hours per week

salary

Hourly Rate \$21-\$24

website

www.habitatyorkcounty.org

The Opportunity

Habitat for Humanity York County is seeking a detail oriented, mission driven Office Administrator to keep our growing team organized and efficient. This role is central to ensuring that every build, repair, and community project runs smoothly.

You will manage a variety of administrative, financial, and program tasks, including answering phones, maintaining records, supporting volunteers, assisting with donor communications, and coordinating Board and Committee meetings. You will also help track donations and program data, manage office supplies and technology needs, and provide support across Homeownership, Aging in Place, and Construction programs.

This position is perfect for someone who thrives on organization, enjoys problem solving, and wants their work to directly support Habitat's mission of building homes, communities, and hope.



Who We're Looking For

We're looking for someone who is organized, friendly, and passionate about supporting a mission that builds homes and strengthens community. You're the type of person who takes initiative, enjoys keeping things running smoothly, and can balance multiple priorities with care and attention to detail.

You communicate clearly, enjoy working with both staff and the public, and bring a positive, can do attitude to your work each day. Experience with office administration, customer service, or nonprofit operations is a plus, but most importantly, you bring a heart for service and a commitment to helping others succeed.

roles & responsibilities

Office Administration

- Serve as the first point of contact by answering calls, responding to inquiries, and greeting visitors professionally and warmly.
- Manage office supplies, inventory, and equipment, coordinating repairs or service needs for the printer and phones and other office equipment as required.
- Organize and prepare meeting spaces; coordinate Board and Committee meeting logistics, invitations, and materials.
- Assist with facility and building maintenance scheduling, ensuring a safe and efficient workspace.
- Maintain organized digital and physical filing systems in accordance with the record retention policy; coordinate annual file disposal and shredding.
- Work with IT contractors to support staff technology needs and communicate software updates.
- Handle mail, post office errands, data entry, and routine administrative tasks to support day-to-day operations.

Development Support

- Record donor contributions in Little Green Light and ensure timely preparation of acknowledgment letters.
- Provide administrative support for mailings, donor communications, and fundraising events.
- Assist with tracking donations and generating reports as requested by the Development Officer.

Finance Support

- Retrieve and distribute invoices received electronically or by mail to appropriate department heads.
- Ensure check requests and credit card receipts have proper coding and approval.
- Maintain current vendor records including W-9s and Certificates of Insurance.

Program Support

- Provide administrative support for Homeownership and Aging in Place programs, including responding to inquiries, managing correspondence, and processing applications.
- Schedule Aging in Place appointments and track related data and outcomes.
- Enter volunteer data and participation into CERVIS
- Support collection of follow-up information and reporting to measure program impact for Federal and private grants.

Construction Support

- Support the Construction Manager by maintaining organized project files and tracking subcontractor compliance documentation.
- Assist with processing proposals and quotes: ensure proposal/bid packets are complete, compile quotes, perform initial comparison, check credentials (in accordance with federal grant requirements) and insurance requirements

Additional Duties

- Participate in affiliate events, fundraising initiatives, and volunteer recognition efforts.
- Perform additional administrative and operational duties as assigned to support the organization's mission.

Ready to Make an Impact?

If you have a heart for service, enjoy connecting with people, and want your skills to make a lasting impact in your community, we want to hear from you.



required skills & experience

- Strong organizational and time management skills with attention to detail.
- Excellent written and verbal communication skills.
- Comfortable making phone calls and working in a team-oriented environment.
- Valid driver's license and reliable transportation required.

compensation & benefits

The starting salary range for this 24 hour per week position is \$21 - \$24 per hour

Habitat for Humanity York County provides:

- 3% IRA match after one-year tenure - 100% vested immediately
- Earned Paid Leave: The earned paid leave is accrued at one hour for every 28 hours worked which would be around 44 hours annually for an employee working 24 hours/week

how to apply

To apply, please email your cover letter and resume to:

director@habitatyorkcounty.org and include **"Office Administrator"** in the subject line.

All inquiries or referrals will be held in strict confidence.

non-proselytizing policy

Habitat for Humanity York County will not proselytize. Nor will Habitat work with entities or individuals who insist on proselytizing as part of their work with Habitat. This means that Habitat will not offer assistance on the expressed or implied condition that people must adhere to or convert to a particular faith or listen and respond to messaging designed to induce conversion to a particular faith.