



Administrative Specialist

Position Description

Objective: Housing for New Hope connects our neighbors to housing and hope. The Administrative Specialist will provide a broad range of administrative supports to the Resource Generation and Community Engagement team and serve as a key interface between Housing for New Hope and its clients and partners, including landlords, agencies, donors, and volunteers.

Reports to: Director of Community Engagement & Giving (DCEG)

Team: Resource Generation and Community Engagement

Status: Full-time

Classification: Hourly, Non-exempt

Responsibilities:

- Maintain landlord engagement project's shared databases for housing opportunities.
- Support landlord engagement incentive program and landlord recognition program.
- Maintain inventory of home essentials kits and related items, ensuring adequate supply of kits for client needs.
- Coordinate ordering of office supplies and related items for teams across the agency.
- Maintain adequate inventory of office supplies, including stationery, flyers and other items needed to sustain operations at Colony Place.
- Generate donor acknowledgement letters and other correspondence to ensure timeliness of communications to donors.
- Maintain donor database in support of RGCE activities.
- Facilitate timely and helpful responses to inquiries received by phone, email, social, media, etc. ensuring that clients, partners and donors have an exceptional experience with HNH.
- Assist program staff in providing referrals and information to potential clients who do not meet eligibility for HNH's programs.
- Provide administrative support to the Executive Director.
- Welcome clients, partners, donors, and other visitors to in way that ensures they have an exceptional experience. This includes serving as primary greeter for visitors to Colony Place.
- Perform other administrative duties and tasks as assigned.

Qualifications:

- Bachelor's degree and/or 1- 3 years relevant experience with administrative support, project management, and/or database management.
- Ability to work independently and as part of a team.
- Compassion for people who are struggling with a variety of challenges, including homelessness, mental illness, and substance abuse.
- Excellent written and verbal communication skills
- Ability to communicate effectively and build strong relationships with Housing for New Hope colleagues, staff of other agencies or partner organizations, and community members.
- Proficient in Microsoft Office Software
- Enthusiasm for the mission of Housing for New Hope and the people we serve.

Compensation: Commensurate with experience and abilities.

Hourly Range: \$16.50 to \$18.50

To apply: Submit one document that includes your cover letter and resume via email to jobs@housingfornewhope.org:

Tamaira Johnson
Manager of HR and Finance
Housing for New Hope
18 W. Colony Place, Suite 250
Durham, NC 27705

Applications will be accepted until position is filled.

Academic, MVR and criminal checks will be conducted before a final offer is made.

Housing for New Hope is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need.