



**Habitat**  
for Humanity®  
Washington, D.C. &  
Northern Virginia

We build strength, stability, self-reliance, *and* shelter.

### **Position Description**

**Job Title:** Office Manager  
**Reports to:** Vice President of Operations  
**Schedule:** Monday – Thursday, 10am – 3pm  
**Status:** Part time, Non-Exempt

### **Position Summary:**

Manages all aspects of running our two offices.

### **Duties and Responsibilities:**

- Manage all office systems, including:
  - Manage main phone line and voicemail routing as necessary
  - Receive and sort incoming mail and deliveries daily, and manage outgoing mail
  - Maintain office paper and digital files in accordance with record retention policy
  - Manage office supplies inventory and place orders as necessary
- Set up and manage in person and online (Zoom, Google Meet and Microsoft Teams) meetings
- Track, maintain and distribute staff and vendor contact lists
- Manage email and master calendar and make sure all office systems and procedures are well designed, maintained and documented
- Answer email inquiries or route them to staff as necessary
- Serve as lead person in office purchasing, parking and all vendors
- Handle minor technical trouble-shooting around office equipment
- Assist VP of Operations with onboarding and exit of employees and any of Human Resources requirements
- Review and edit documents, reports and other projects as needed
- Maintain and organize all organization wide forms
- Assist VP of Operations and Controller with collecting documentation on vendor and credit receipts
- Identify opportunities for process and office management improvements, and design and implement new systems
- Make travel arrangements for employees
- Respond to a variety of staff information requests related to office operations

### **Specific Knowledge and Skills Required:**

- A dedication to our mission of creating affordable housing in the District of Columbia and Northern Virginia
- BA required with 2 – 3 years of experience in managing a fast-paced office
- Project management skills
- Highly developed written and oral communication skills
- Advanced experience in Microsoft Windows including Word, PowerPoint, Excel, SharePoint and Outlook
- Proven ability to work independently as a self-starter
- Ability to juggle multiple projects at once and prioritize based on staff / organizational needs
- Ability to maintain confidentiality in all aspects of the job
- Ability to exercise excellent judgment in representing the organization

### **Additional Requirements:**

- Must have a car and be able to work onsite at both offices, either DC or Northern Virginia, every work day. On occasion there will be Saturday and evening events to assist with.
- Must be able to show proof of current and updated Covid-19 vaccination status and be willing to comply with all other CDC guidelines.

**To apply, please send a cover letter and resume to [jobs@habitatnova.org](mailto:jobs@habitatnova.org) with the position title in the subject of the email.**