



**Position:** Program Associate

**Work Hours:** 24 hours per week (+/-); exact days and hours to vary but will include occasional weekends and evenings

**Pay Scale:** \$12-15 per hour, depending on experience

**Habitat for Humanity of Greater Centre County (HFHGCC)** brings people together to build homes, communities and hope. To date, HFHGCC has built, renovated or repaired over 60 homes in the Centre region.

**Key responsibilities of the Program Associate will include:**

***Administration***

- Maintain database of donors and volunteers
- Accounts payable: Working with contract accountant, process all invoices for HFHGCC and ReStore
- Accounts receivable: Maintain accurate records of ReStore sales and all cash and in-kind donations; prepare bank deposits, enter donation information into database and send acknowledgment letters
- Supervise office volunteers and administrative interns, when appropriate
- Order office supplies, oversee routine maintenance of computers, copiers and other office equipment
- Compile monthly board packets and maintain records of board and committee minutes
- When needed, assist with communications functions: website, social media, newsletters, etc.

***Family Selection & Family Support***

- Schedule and organize materials for program information sessions
- Track homebuyer sweat equity hours and education requirements; provide regular reports to Executive Director until completion
- Create and share family biographies with applicable staff and committees
- Engage homebuyers and homeowners in HFHGCC-sponsored activities, such as dedications, volunteer/sponsor group gatherings, media events, and fundraisers

***General***

- Increase community awareness of HFHGCC and its programs; represent HFHGCC at community events
- Support the Executive Director, as needed

**Qualified candidates should have a can-do attitude, demonstrated record of dependability, responsibility and follow-through, and meet the following criteria:**

- A commitment to the mission of HFHGCC
- Developed organizational skills with experience working in a small, resource-thin office environment; ability to prioritize and manage work time accordingly
- Pleasant, positive attitude
- Ability to be compassionate, mature and supportive with good professional boundaries
- Excellent verbal and written communications skills
- Capacity to supervise volunteers with a wide range of skills and abilities
- Knowledge of cultural and economic differences and ability to respond appropriately
- Working knowledge of basic computer programs (Microsoft Word, Excel, and Email)
- Bachelor's degree in related field preferred and/or equivalent experience

**To apply for this position, please submit a cover letter and resume to [jill@habitatgcc.org](mailto:jill@habitatgcc.org) or (814) 353-2394 [fax].** Please no walk-ins or phone calls. Only candidates meeting all position qualifications will be considered. More information about Habitat for Humanity of Greater Centre County can be found at [www.habitatgcc.org](http://www.habitatgcc.org). Applications will be accepted until the position is filled.

*Habitat for Humanity of Greater Centre County is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.*

*Equal Opportunity Policy: Habitat for Humanity of Greater Centre County is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Habitat for Humanity of Greater Centre County to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.*