



Job Description: Part-Time Administrative Assistant

Rebuilding Together Philadelphia is a nonprofit working to preserve affordable homeownership and revitalize communities by providing free renovation of owner-occupied homes to those in need by mobilizing volunteers. More information can be found at www.rebuildingphilly.org.

Job Summary

RTP is seeing an experienced part-time (10-15 hours per week) Administrative Assistant to provide program, database, events and general office assistance. This position reports to the Development & Communication Manager.

Responsibilities

- Assist with database entry and donor file management
- Assist with donor deposits and thank you letters
- General office support, including mail merges, mailings, supply ordering, and answering phones
- Assist with organization of hospitality supplies, signs, and materials in the RTP warehouse
- Assist with all aspects of annual fundraiser that include paperwork, timelines, and registration lists
- Assist with responding to homeowner and volunteer inquiries
- Other duties as assigned

Qualifications

The ideal candidate will have:

- Strong oral and written communication skills
- Ability to multi-task and attention to detail
- Strong Word/Excel/Database skills (Salesforce experience is a plus!)
- Self-starter
- Experience working in a team setting and independently
- Experience with administrative support
- Bachelor's Degree or commensurate experience

Compensation

This is a part-time, hourly, non-exempt position. \$15/hour

To Apply

Resumes will be considered until position is filled. Please send resume and cover letter with "Administrative Assistant" in the subject line of your email to klichtenstein@rebuildingphilly.org. No phone calls please.