



## Volunteer Program Assistant

**Time Commitment:** Part time (10-20 hrs/wk)

**Duration:** Short- to Long-Term (months-years)

**Description:** Habitat for Humanity of Huron Valley (HHHV) seeks an organized and self-motivated volunteer to help with administration of our Home Improvement Programs. This is an outstanding opportunity for an individual interested in learning more about program management and nonprofit administration, as well as home improvement and energy efficiency programs for renters and homeowners. The position offers practical, hands-on experience and the opportunity to gain new skills. The Volunteer Program Assistant will work 10-20 hours per week on a flexible schedule. HHHV volunteer positions are accepted on an ongoing basis and typically last four to six months. Position reports to the Home Improvement Program Manager.

### Responsibilities:

- Assist with the intake and data entry of energy efficiency program applications, verification of qualification, and scheduling of services (as appropriate)
- Assist staff with the installation of energy saving measures within client residences
- Attend outreach events, assist with the creation of marketing materials
- Assist with email and mail marketing efforts for energy efficiency programs
- Communicate with homeowners and renters calling Habitat with service requests as needed
- Other administrative responsibilities as needed

### Qualifications:

- Competence in Microsoft Office Suite, ability to learn simple database system
- Ability to communicate in a professional manner with Habitat volunteers and clients
- Strong organizational and interpersonal skills
- Enthusiasm for the mission of Habitat for Humanity

### Benefits:

This is an unpaid, volunteer position, however it includes the following benefits:

- Opportunity to participate in other volunteer opportunities, including working on-site with Habitat's construction team or for special events
- Opportunity to interview the HHHV Executive Director and other staff

### HOW TO APPLY

**To Apply:** Please send cover letter and resume to [heidi@h4h.org](mailto:heidi@h4h.org)

**Habitat for Humanity of Huron Valley is an Equal Opportunity Employer, and will not discriminate on hiring decisions based on age, disability, gender identity, ethnicity, race, sexual preference, or any other category protected by federal, state, or local law or statute.**