



Seasonal Program Assistant Job Description

TITLE: Program Assistant (Full-time/hourly position)

REPORTS TO: Executive Director

JOB SUMMARY: The Program Assistant works collaboratively with members of Teton Habitat staff to support Habitat's homeownership program, marketing and outreach efforts and to assist in the execution of special events during the summer season. This position reports to the Executive Director, but works in coordination with the Homeowner Services Manager, Development Officer, Office Manager and Outreach Coordinator. Serving in this role will provide the opportunity to learn about non-profit operations from active participation in the daily activities of Teton Habitat.

RESPONSIBILITIES AND DUTIES:

Homeownership Program

- Assist the Homeowner Services Manager with the homeowner selection process
 - Scan and organize files
 - Prepare copies of homeowner selection committee meeting agendas and materials
 - Assist in meeting setup and take down
 - Perform other support duties as necessary

Marketing and Outreach

- Assist the Outreach Coordinator with marketing and outreach efforts
 - Collect and write stories that highlight Habitat's work for the monthly newsletter and social media
 - Take photographs for social media at special events and build days
 - Solicit local businesses for volunteer and financial support
 - Assist with the marketing and outreach for Habitat's Young Professional group
 - Attend "tabling" events with the Outreach Coordinator
 - Perform other support duties as necessary

Special Events

- Assist in the planning and preparation for Habitat's annual Dream Builder's Luncheon
 - Help to make/procure table décor
 - Assist in developing displays which reflect the annual theme
 - Gather and setting up luncheon materials the days before and day of the event
- Provide necessary support for Grove fundraising events under the direction of the Executive Director and Development Officer
- Assist in the planning and preparation for the Labor Day ReStore Customer and Donor Appreciation Event

Other

- Train at the ReStore to provide help as needed over the summer months
 - Depending on the skillset and desire of applicants, this position may include working 1-2 days a week at the ReStore
- Assist in the planning, preparation and execution of large volunteer events as they occur

SKILLS & CHARACTERISTICS REQUIRED:

- Proficiency using computer, including Microsoft Word, Excel and Outlook and social media
- Strong organizational skills and ability to follow through on project execution and completion
- High attention to detail
- Takes initiative
- Effective communication skills and professional attitude
- Ability to connect with people from a variety of backgrounds
- Passionate about the mission of Habitat for Humanity
- Ability to learn quickly and retain knowledge
- English and Spanish speaking (desired)

ABOUT HABITAT: Habitat for Humanity of the Greater Teton Area (Teton Habitat) brings people together to build homes, communities and hope. We help low income families find opportunity and stability and to improve their futures. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Homeowners are required to contribute 500 hours of "sweat equity," save toward the home closing, and take a series of homeowner education classes. Teton Habitat also runs a *Habitat for Humanity ReStore*, which sells donated building supplies, home furnishing and appliances to help fund Habitat's mission. Teton Habitat is a locally run affiliate of Habitat for Humanity International.