# **Revitalize Community Development Corporation**

# **Part-Time Program Assistant Job Description**

**About Revitalize CDC:** Since Revitalize CDC’s ([RevitalizeCDC.com](http://www.revitalizecdc.com)) inception in 1992, the organization has completed over 900 homes with the help of 10,000 volunteers investing $41 Million into Western Massachusetts. In the past year, Revitalize CDC completed 68 home repair, modification and rehabilitation projects on the homes of low-income families with children, elderly citizens, military veterans and people with special needs. Revitalize CDC focuses on making meaningful improvements on homes to help reduce energy use, save money, and create a safe, healthy and sustainable living environment for our residents and the community.  Connect with us on [Facebook](https://www.facebook.com/RevitalizeCDC/), [Twitter](https://twitter.com/Revital_CDC), [YouTube](https://www.youtube.com/user/RTSpfld), [Instagram](https://www.linkedin.com/company/15076673) and [LinkedIn](https://www.linkedin.com/company/15076673).

Revitalize CDC offers a rewarding environment for individuals interested in public health, housing, environmental justice, policy and green careers. Our staff is comprised of innovative professionals from diverse backgrounds.

This is a part time in office position (approximately 15-20 hours per week) that reports to the Associate Director of Operations & Finance. Salary commences at $18.00 per hour with 15 paid holidays per year & 401k benefits. We are located at 1145 Main St, Suite 107, Springfield, MA.

**Our Mission:**

“Revitalizing homes, neighborhoods and lives through preservation, education and community involvement.”

We believe in a safe, healthy and energy-efficient home for everyone. Revitalize CDC performs critical repairs, modifications and rehabilitation on the homes and non-profit facilities of low-income families with children, military veterans, the elderly and people with disabilities.

**PROGRAM ASSISTANT reports to the Associate Director of Operations & Finance.**

**DUTIES AND RESPONSIBILITIES:**

Position requires: a) organizing the fiscal, administrative, and facilities operations of Revitalize CDC; b) acting as the point of contact on day-to-day administrative matters; and c) volunteer and homeowner/recipient support.

1. Maintains organization of the office, including filing, organization of hard copies, supply inventory, etc.
2. Coordinates the activity of the organization, to include maintaining both hard copy and electronic copies for the management of operating budgets, contracts, grants administration, inventory management, travel, purchasing, and/or distributions.
3. Maintains and updates the homeowner and donor databases with all contacts: homeowners and their applications, contractors, volunteers, sponsors and donors. All invoices are scanned and then uploaded to the shared drive corresponding home project.
4. Ensure all required documentation from homeowners are completed, Maintain hard copy files for all applications.
5. Monitors and communicates with the President and Associate Director when thank-you letters are required. Writes letters and sends to the President for signature. Tracks letters in an Excel file.
6. Tracks and registers volunteers/attendees in Constant Contacts for events such as #GreenNFit and fundraisers.
7. Checks for voice mail messages and US mail at the start of each day. Communicates daily with the President via email the daily calls to staff and all mail received.
8. Responsible for answering telephone calls and assisting the caller or giving the message to appropriate staff members.
9. Responsible for keeping the project white board and calendar in the break room current.
10. Orient staff and volunteers with office equipment.
11. Maintain information in a confidential manner regarding all staff.
12. Maintains filing systems for the organization and President.
13. Ensures that all “in-house” meetings have supplies and materials necessary to successfully conduct said meetings.
14. Ensure that all office equipment (copier, phone system, etc. are in good working order). Maintain inventory of internal supplies ordered and needed.
15. Ensure kitchen, conference space and work areas are organized and clean. Assist in upkeep of office.
16. Ensure that office supplies are available to staff and ordered in a timely fashion.
17. Performs miscellaneous job-related duties as assigned.

19. Prepares for annual audit and any funder audits.

20. Maintains staff calendar on shared drive

21. Updates project schedule on shared drive

**Skills Required:**

* Ability to gather data, compile information, and prepare reports. Ability to communicate effectively both orally & in writing.
* Skill in organizing the administrative function.
* Ability to develop and maintain recordkeeping systems and procedures.
* Work is normally performed in a typical interior/office work environment.
* Working knowledge of Microsoft Office programs. Firefox, Internet Explorer, Google Chrome or Safari PC or Mac
* Organized, able to work under pressure, enthusiastic, energetic, flexible
* Must be able to lift 20 lbs without assistance
* Excellent customer service skills. Bilingual desirable

Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer