Operations and Administrative Coordinator

Position description

Who We Are

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope. Habitat for Humanity of Oregon (Habitat Oregon) provides fundraising and lending, training, disaster preparedness, and advocacy support to all 23 Habitat for Humanity affiliates — locally based organizations with dedicated staff and volunteers who build and repair homes across our state. Of these affiliates, 19 are based in rural Oregon. Our network is working diligently to build and sell at least 75 homes this fiscal year and provide more than 300 healthy home repairs. Habitat Oregon is a non-profit Community Development Financial Institution (CDFI) certified in 2018.

Guiding Philosophy

Habitat Oregon is a non-profit Community Development Financial Institution (CDFI) certified in 2018. Building household stability and prosperity in Oregon communities of all sizes is at the heart of our mission, programs and actions. We believe that access to resources and opportunity is the means to an economically vibrant and just society. In order to secure housing access for all, Habitat for Humanity of Oregon will continue to reflect, learn and work to promote positive transformation. We believe in creating environments and spaces where every person is welcomed, respected and valued. With courage, compassion, humility and accountability as our guideposts, we commit to building power and opportunities for all people in need of stable, healthy and affordable homes.

Job Overview

The Operations and Administrative Coordinator is a key member of the Habitat Oregon team, supporting daily organizational functions, strengthening internal systems, and contributing to long-term operational growth.

This position serves an essential role in keeping Habitat Oregon organized, connected, and operating efficiently. Working collaboratively with staff across the organization, this position maintains day-to-day administrative functions, manages organizational records and digital resources, supports technology platforms, coordinates program logistics, and identifies opportunities to improve internal operations.

The ideal candidate is a proactive and resourceful problem-solver, who takes initiative, embraces technology, enjoys finding practical ways to make work more efficient, and is comfortable managing multiple responsibilities simultaneously. This position is well-suited for someone who thrives in a collaborative environment, exercises sound judgment, and is motivated by contributing to the improvement of systems and processes.

Who You Are

You are an organized, dependable, and self-directed professional, who enjoys bringing order to complex projects and ensuring people have easy access to information and resources. You have strong administrative and communication skills, excellent attention to detail, and a commitment to providing responsive, high-quality support. You are naturally curious about technology, comfortable learning new tools, and eager to troubleshoot challenges. You take initiative, anticipate needs, and can move projects forward with minimal supervision. You bring strong attention to detail with the bigger picture in mind. You understand how effective internal systems help an organization and team succeed. You are comfortable balancing recurring responsibilities and adapting to changing priorities. You value accuracy, thoughtful follow-through, and accountability. You enjoy both independent work and collaboration in a hybrid work environment and are motivated by advancing Habitat Oregon's mission.

What You'll Do

Organizational Operations and Administration

- Process incoming mail and deposits on a weekly basis
- Monitor and respond to organizational email, voicemail, and general inquiries - directing requests to appropriate staff
- Maintain accurate records, contact lists and databases, and shared organizational resources
- Serve as a primary liaison for office vendors
- Maintain supplies, office, and storage needs
- Provide logistical support for organizational meetings and events
- Assist with routine updates for Habitat Oregon portal and Habitat Oregon website
- Support the maintenance, development, and continuous improvement of shared documents, internal procedures, and organizational systems

Technology and Systems Improvement

- Support the administration and maintenance of organizational software, digital platforms, and subscription services
- Maintain digital filing systems, shared drives, online portals, and internal information resources
- Identify opportunities to improve workflows, reduce repetitive administrative tasks, and strengthen operational efficiency
- Assist with implementing new systems, digital tools, and process improvements
- Troubleshoot routine technology and platform challenges, coordinating with external support providers when appropriate
- Maintain process documentation, instructions, forms, and templates that support consistency and collaboration

Fundraising Administration

- Ensure timely donor acknowledgments
- Maintain donor records, tracking systems, and related databases
- Provide administrative support for workplace giving programs, including applications, recertifications, reporting requirements, and distribution of affiliate-designated donations

Program and Training Logistics

- Coordinate registrations and attendance tracking for programs, trainings, and events
- Manage waitlists, cancellations, registration transfers, and scholarship processes
- Respond to participant inquiries and frequently asked questions
- Upload program and training materials to help ensure Habitat Oregon's network has access to resources in a timely manner
- Implement surveys, evaluations, and assessments
- Provide virtual and in-person support for programs, trainings, and events

Skills and Experience

Successful candidates will have:

- Demonstrated commitment to expanding economic opportunities among underserved communities (such as expanding access to affordable homeownership in rural Oregon)
- Three or more years of experience in organizational operations, office administration, nonprofit administration, or a related field
- Strong organizational skills with the ability to independently manage competing priorities
- Exceptional attention to detail and commitment to accuracy
- A proactive, resourceful, and solutions-oriented approach to work
- Excellent written and verbal communication skills
- Strong technological aptitude - confidence learning and navigating new technologies
- Experience maintaining records, databases, or constituent relationship management systems
- Strong customer service and relationship-building skills
- Proficiency with common cloud-based collaboration tools (e.g. Microsoft, Google Workspace, Dropbox, or similar applications)
- Familiarity with Microsoft Teams, Zoom, or similar online meeting platforms
- Ability to work both independently and collaboratively
- Valid driver's license with access to reliable transportation
- Ability to pass a background check

Preferred qualifications:

- Experience working in a nonprofit, association, or membership-based organization
- Experience improving administrative processes or implementing new systems/workflows
- Experience supporting webinars, conferences, trainings, or events
- Experience with donor management or CRM systems
- Experience using web publishing platforms (e.g. Wordpress or Squarespace)

Work Culture, Environment, and Schedule

Habitat Oregon values a mutually supportive work culture that includes staff, homeowners, and partners from many walks of life. Therefore, we are seeking applicants who reflect many of the identities of the communities we serve. People of color, people living with disabilities, first- generation college graduates, LGBTQIA+, and individuals with applicable life experiences are encouraged to apply.

This is a hybrid position, combining independent remote work with in-person responsibilities. Our staff works mostly remotely with some requirements for in-person meetings/time and utilizes an online platform for weekly staff meetings, one-on-one meetings, and network-wide training sessions. A typical work week is 9 a.m. to 6 p.m. Monday to Thursday and 9 a.m. to 1 p.m. Friday.

The Operations and Administrative Coordinator will work from the Habitat for Humanity of Oregon office in Tualatin at least two days a week. We conduct one staff meeting in person each month (required). Additional in-person meetings are scheduled as needed. Some statewide travel may be necessary to support organizational meetings and events. This position also requires access to reliable transportation for routine access to the post office and storage unit.

Salary and Benefits

Salary is $50,000 - $56,000, depending on experience for this full-time, exempt position. Benefits include medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; a 3% retirement savings match incentive and a $50 per month cell phone stipend.

How to Apply

Send your cover letter, resume, and pronouns to jobs@habitatoregon.org.

The subject line of your email should read: **Operations and Administrative Coordinator application from [Your Name]**

For applicants with whom we would like to enter into a conversation, we will conduct initial screening interviews by Zoom. Candidates who advance in the process will interview in person or by Zoom with additional members of the Habitat for Humanity of Oregon team. We'll ask for references from our top candidates and make an official offer. The anticipated start date is December 1, 2026, but can be flexible.