



Office Assistant

Title: Office Assistant

Direct Supervisor: Executive Director

Program: Main Office/Finance

Salary Range: \$20-\$22.50/hour

Position Type: Part Time – 20 Hours

Job Location: Brighton, Almost Home, Inc. Main Office

JOB SUMMARY

The Office Assistant position works with the entire organization to manage daily agency activities and carry out project management for the Executive Team, Development Department, and the Finance Department.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Manage administrative activities for the office.
- Responsible for the day-to-day facilities operations including supervising the maintenance and alteration of office areas and equipment such as the layout, arrangement, and housekeeping of office facilities; monitoring and/or purchasing of office supplies, gathering, and distributing monthly copier counts, furniture, office equipment etc. for the entire staff. Manage facilities operations in coordination with the City of Brighton.
- Perform administrative work such as typing, filing, sorting, distributing mail, and helping prepare correspondence for management.
- Perform Human Resource functions by conducting new hire onboarding and orientation and administering benefits, including open enrollment.
- Perform Human Resource functions by facilitating and coordinating offboarding processes for employees leaving the organization.
- Develop and implement new administrative systems; ensuring procedures are developed, written, and organized professionally.
- Serve as the point of contact with IT provider and monitor the requests/tickets to ensure accuracy and timeliness of completion.
- Work with the Development Department to create social media campaigns/posts relevant to current events and programming. Support special events as needed.
- Assist Finance Department with other duties as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Associate's degree or comparable combination of education/work related experience preferred.
- Experience with QuickBooks and data management required.
- Experience in data entry or integrity and proficient knowledge of computer systems and applications required; must be proficient in Microsoft Word, Excel, and Outlook.



- Passion for ending homelessness.
- Knowledge and respect for diverse cultures.
- Experience working in an office, providing high-level administrative support, and interest in the nonprofit sector.
- Excellent organizational skills, strong computer skills, and the ability to work independently, and as a team member.
- Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service.
- Must be efficient with strong attention to detail.
- Must have strong customer support orientation (for internal/external customers), demonstrated professional demeanor, and the ability to maintain confidential information.
- Demonstrated ability to work with integrity, respect, and professionalism.
- Proven ability to manage projects.
- Ability to prioritize tasks, exercise sound judgment, and confidentiality with sensitive information.

BENEFITS

- 14 Paid Holidays (pro-rated)
- Flexible Vacation Policy (pro-rated)
- PTO - personal/sick (pro-rated)
- 1% Simple IRA Match

We are looking for stars who share our commitment to diversity, equity, and inclusion, along with our passion for our program participants. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

Equal Employment Opportunity Statement

Almost Home, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Almost Home, Inc. values diversity. All employment is decided on the basis of qualifications, merit and mission need.

How to Apply

Please email a cover letter and resume to Dr. Jessica Fiedler, at jfiedler@almosthomeonline.org by end of business on Friday, March 6, 2026. Late/incomplete applications will not be accepted.