



Administrative Assistant - Community Engagement

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Director of Development and Community Engagement

Compensation:

\$45,000-\$48,000/year

Organization Overview

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came to for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective:

The Community Engagement Assistant is responsible for providing administrative support to ensure efficient operation of the Community Engagement office.

Essential Job Functions/Responsibilities:

- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Works with Community Engagement Data Manager to support gift data entry
- Keeps inventory of marketing materials, HomeFront swag and other relevant items
- Helps prepare for major fundraising events
- Sends newsletters to people mentioned with special notes
- Answers phone calls, schedules meetings and supports visitors
- Writes holiday cards and thank you notes to special donors and volunteers
- Assists with mailings. Coordinates mail merges and in-house mailings
- Records and documents meetings to share with pertinent staff
- Spots fundraising opportunities and raises awareness of the organization's work
- Attends weekly Community Engagement team meetings

- Attends fundraising and community events, occasionally at nights and on the weekend, as a HomeFront Ambassador. Assist with the set-up and breakdown of events.
- Assist Director of Development and Community Engagement and CEO by recording donor interactions and follow-ups
- Organize shared drive to ensure materials are labeled and accessible to the team
- Forward online donations to pertinent staff
- Takes on other miscellaneous projects as directed by the Director of Development and Community Engagement, and CEO

Required Competencies:

- Exceptional communication skills
- Motivate and appreciate donors, corporate partners, volunteers, and staff
- Planning and coordinating skills
- Problem-solving, multi-tasking, and decision-making capabilities
- Prioritization
- Time Management and Flexibility (evening and weekend hours as needed)

Minimum Requirements:

- Associates degree, Bachelor's degree preferred
- Strong interpersonal skills
- Strong Microsoft Office skills
- Valid driver's license

Travel:

Minimal travel to meetings may be required

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.