

Job Description: Office Manager

Organization: Flagler Habitat for Humanity

Exemption Status: Hourly, non-exempt

Pay Range: \$21 to \$26 per hour (approximately \$35,000–\$43,000 annually based on a 32-hour workweek)

Location: 5 Hargrove Grade, Palm Coast, FL

Reports To: Executive Director

Position Summary

The Office Manager provides administrative and clerical support to ensure consistent day-to-day office operations under the direction of the Executive Director. This role supports the mission of Flagler Habitat for Humanity, with a focus on documentation, collaborative communication, and process follow-through so routine functions continue smoothly daily and during staff absences or transitions.

Administrative & Office Operations Support

- Serve as the primary point of contact for phone calls, visitors, and general inquiries, routing matters appropriately.
- Provide administrative and clerical support to the Executive Director and staff, including scheduling, correspondence, and recordkeeping.
- Maintain organized files, records, and documentation to support operational continuity.
- Track routine deadlines and administrative requirements and notify the Executive Director as needed.
- Gather information from staff and organize existing practices into draft reference documents and spreadsheets for review and approval.
- Manage routine office operations, including supplies, equipment, mail, and facility needs, in accordance with established procedures.
- Coordinate basic logistics for meetings and events as requested by the Executive Director or staff.
- Maintain familiarity with affiliate policies and procedures to support consistent administrative practices.
- Compile administrative information, reports, and documentation reflecting current, approved workflows and operational practices, as directed.
- Run office-related errands as needed, including bank deposits, mail, and other time-sensitive operational tasks.
- Draft and update administrative and procedural reference documents by compiling information from Habitat for Humanity International, affiliate records, and applicable regulations, under the direction of the Executive Director and subject to review and approval.
- Collaborate with ReStore team and provide operational support when needed, including answering phones, routing calls, and assisting with daily needs.

- Assist the Community Outreach Coordinator, as needed to document grant reporting, monitor and perform permit requests, and document volunteer activity.

Finance & Recordkeeping (Administrative Support)

- Process invoices, expense documentation, and petty cash records in accordance with established procedures.
- Prepare ReStore cash counts and bank deposits following internal controls.
- Make and track deposits regularly to support operational continuity.
- Maintain organized records related to vendors and office-related expenses.
- Support compliance with organizational procedures by following established approval, documentation, and recordkeeping requirements, including those set by Habitat for Humanity International and applicable state recordkeeping regulations.

Program, Communications & Event Support

- Provide clerical and administrative support to Outreach and Homeowner Services staff during absences or heavy work loads as directed.
- Assist with record tracking and documentation as requested; program decisions remain with assigned staff and leadership.
- Provide administrative and clerical support to ensure continuity of routine functions during staff absences or vacancies, as directed. This support is limited to administrative tasks and does not include assuming the full responsibilities, decision-making authority, or scope of another position.
- Maintain donor and constituent records as directed.
- Assist with donor acknowledgments and administrative communications.
- Maintain basic records of organizational system access as assigned.
- Provide administrative and logistical support for events and recognition activities as requested.
- Share and request communications with the team to ensure awareness of events, community resources, and collaborative input on organizational improvements.

Other Duties

- Become familiar with community resources for homeowners and citizens.
- Perform other administrative and clerical duties as assigned by the Executive Director.

Qualifications

- Commitment to Habitat for Humanity's mission and serving families with dignity, respect and empathy

- Demonstrated ability to interact respectfully and effectively with individuals from diverse backgrounds
- High School Diploma or GED required
- Strong organizational and time-management skills.
- Clear written and verbal communication.
- Ability to handle confidential information discretion and integrity
- Proficiency in Microsoft Office and administrative systems
- Prior administrative or office management experience preferred
- Ability to work onsite reliably during scheduled hours

Working Conditions

- The Office Manager position is structured for 32 hours per week. The regular schedule is:
 - Tuesday through Friday: 9:00 a.m. to 4:30 p.m., with a 30-minute unpaid meal period.
 - Four additional hours to be worked either:
 - Monday: 10:00 a.m. to 2:00 p.m., **or**
 - Saturday: up to four hours onsite to support ReStore operations
- Monday hours may be performed remotely only with express, advance approval from the Executive Director and are limited to appropriate administrative duties such as invoice processing, correspondence drafting, and email responses.
- Occasional additional hours, up to 40 hours per week, may be required based on operational need, with prior approval from the Executive Director, and will be compensated in accordance with applicable wage and hour laws.

Remote Work

- This position is not designed for regular remote work. Limited remote work may be approved by the Executive Director on an exception basis for short term, task specific operational needs, including approved administrative work performed on Mondays.
- Approved remote work must be performed from a designated, distraction free workstation (such as the employee's home office or another approved location) and requires the employee to be fully available and engaged for the duration of the approved remote period.
- Remote work is intended to support defined work tasks and continuity of operations, and is not a substitute for personal leave, medical appointments, caregiving responsibilities, or other non-work activities.
- All remote work approvals are subject to advance authorization, may be limited in scope and duration, and do not replace required on site hours, accountability, or performance expectations. Approval may be modified or discontinued at the discretion of the Executive Director based on operational needs.

Systems & Access

- All systems, platforms, credentials, and digital assets remain the property of the affiliate and are subject to established access controls. Remote access may be modified or revoked to support operational, security, or compliance needs.