

Position Title: Office Coordinator

Home Resource is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is seeking a dynamic, motivated Office Coordinator who is an organized, personable, self-starter to support the administrative and operational systems of our growing non-profit business.

Job Summary

The Office Coordinator supports Home ReSource's administrative, operational and executive functions, working with the management team to ensure continuity and efficiency across all programs.

Reports to: Executive Director, Programs Director

General Responsibilities

- Support and embody Home ReSource's mission, vision, and organizational culture
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and help generate community support for all aspects of the organization
- Work cooperatively & communicate effectively with other staff, community partners, and the public
- Maintain confidentiality with personnel issues and donor and customer information as needed

Position Responsibilities

- Implement and improve administrative processes and systems in support of the organization's mission, including flow and tracking of information, documents, and supplies
- Support the management team members (Executive & Programs Director; Store, Finance & Human Resources, Zero Waste Education, and Systems, and Development Managers) to do their jobs efficiently; provide executive assistance
- Help maintain effective systems for managing key information, including tracking donations and donors and managing organizational archives
- Track and order office supplies, store supplies, and merchandise
- Maintain phone systems, check messages, and schedule maintenance as needed
- Organize internal events and meetings, including booking & prepping venues and documents and ordering food
- Send tax letters to large materials donors, as well as regular cash donors
- Manage rental of Home ReSource Community Room and 1535 Wyoming



Skills Required

- Interpersonal skills, ability to positively and respectfully communicate with all people where they are at
- Problem-solving, team-building, and conflict resolution skills
- Highly organized, ability to adhere to multiple project deadlines

Essential Functions

- Excellent verbal and written communication
- Be adaptable to rapidly changing circumstances
- Communicate effectively through email, in-person, and on the phone
- MT driver's license

Minimum Qualifications

- Computer proficiency using Windows based software (Word, Excel, Email, and Internet)
- Demonstrated ability to use calendar software, such as iCal or Google Calendar

Preferred Qualifications

- 2-3 yrs experience with non-profit, retail, or office administration
- Cash handling experience such as operating a cash register, processing deposits or accounts payable
- Ability to coordinate multiple tasks and processes concurrently and help develop systems to improve efficiency
- Personable, detail-oriented, self-starter committed to helping increase our mission impact in the community
- Commitment to sustainability, Zero Waste and social justice
- Ability to work effectively alone and as a team member
- Experience with databases and websites
- Ability to work with individuals of diverse ages, backgrounds, and abilities effectively and respectfully
- Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job

Pay/Hours: \$32,000 – 36,000 FTE with benefits, 30-35 hours/week (pay will be pro-rated accordingly)

Benefits: Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

How to Apply:

Send a cover letter, resume, and three references to jobs@homerresource.org. We will begin reviewing applications March 5th.



Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.

Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.