



Job Description – Program Assistant

Reports to: Executive Director

Hours: 40 per week

Organization Summary: HomeAid Los Angeles is an integral part of the fight to end homelessness in Los Angeles. Our mission is to rebuild lives for homeless families and individuals through housing, construction and community outreach. Since 2016, HomeAid has developed, built and maintained homes, apartments, and shelters to give Angelenos experiencing homelessness a place to call home. We leverage our relationship with the home building industry to garner in-kind donations of labor and materials to build quality, dignified housing for reputable care providers at a fraction of the cost.

Job Summary: The Program Assistant will assist with administrative functions related to projects, fund development, events, and daily operational activities. This position requires strong computer, logistic and analytic skills as well as the ability to work well in a small team environment. HomeAid Los Angeles maintains an office in downtown Los Angeles where the Program Assistant would work. Occasional remote work ok.

Program:

- Track and send thank you letters to project in-kind donors
- Assist the BUILDS and WORKS committees by keeping their various projects on track
- Schedule and coordinate committee and project meetings
- Manage invitations and RSVPs and prepare awards and recognition materials for project donors

Event Coordination:

- Oversee database management, sponsor tracking, invitations and RSVPs for all events
- Assist as needed in event set up and management

Public Relations/Fund Development:

- Maintain donor software: input new donors/donations, update records, create reports
- Write thank you letters to individual, corporate, campaign, in kind and event donors
- Track annual campaign donors including invoicing, pledges, payments and schedule of payments

Administrative

- Maintain filing system for financials
- Transcribe or record board meeting minutes
- Oversee and maintain office supplies and property
- Assist in all aspects of gift processing which includes data entry, donation tracking, reporting and preparing gift acknowledgments to ensure all donors are appropriately thanked in a timely and meaningful way

Other Responsibilities:

- Assist with basic office duties such as phone coverage, supply orders, filing, correspondence, meeting coordination and preparation, etc.

Requirements: Strong computer skills, proficient in all Microsoft Office products, experience with Salesforce database software preferred, experience in Adobe Illustrator and Photoshop preferred, 2 years of office work preferred, some experience in construction trades preferred but not required.

Salary: \$20 hour

Apply: Submit Resume and Cover Letter to Christopher Kealey ckealey@homeaid.org